1981

THE STANDARD OF QUALITY
Standard B&P BLANK BOOKS & LOOSE LEAF DEVICES
TRADEMARK REGISTERED
SINCE 1842
MADE IN U.S.A.
No 6969 3/4
BOORUM & PEASE CO. BROOKLYN, N.Y.

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

FINANCIAL STATEMENT

JANUARY 1 - DECEMBER 31, 1980

RECEIPTS

Balance on Hand January 1, 1980	524,307.94
June Tax Distribution	1,628,630.00
December Tax Distribution	1,472,474.34
Rent	17,041.00
Fines	57,620.64
Books	2,914.78
Copier Receipts	46,584.79
Parking Lot Receipts (Light)	18,000.00
Parking Lot Receipts (Harrison & Washington .	5,255.49
Parking Lot - Interest	418.38
Miscellaneous	4,822.64
Cox Cable Communications Inc.	1,837.50
NEIRRS Payment	5,400.00
Insurance Claims	347.56
Sale of a 1968 Chevrolet Van	100.00
Auditor of State of Indiana	92,541.20
Temporary Loans	1,450,000.00
TOTAL FUNDS	$5,328,296.26

DISBURSEMENTS

Services Personal	1,849,794.16
Services Contractual	426,355.92
Supplies	114,540.35
Material	11,350.41
Current Charges	232,025.93
Current Obligations	17,271.68
Properties	735,653.56
Temporary Loans	1,450,000.00
TOTAL EXPENDITURES	$4,836,992.01
Balance on Hand January 1, 1981	$ 491,304.25

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1980

1 SERVICES PERSONAL	
11 Salary of Librarian	31,134.47
12 Salary of Assistants	
121 Regular Assistants	1,301,072.53
122 Substitute and Part Time	218,747.46
13 Wages of Janitors	220,053.92
14 Other Compensation	
141 Technical and Professional	12,666.49
142 Employer Participation in Group Insurance	66,119.29
TOTAL	$1,849,794.16
2 SERVICES CONTRACTUAL	
21 Communication and Transportation	
211 Freight, Express and Drayage	413.42
212 Postage	14,500.00
213 Telephone Tolls and Telegrams	21,729.01
214 Professional Meetings	5,702.55
215 Gasoline and Oil	14,612.90
216 Other Transportation Expense	934.17
22 Heat, Light, Power and Water	
221 Electric Current	144,839.84
224 Water	4,309.66
225 Sewer	3,112.37
23 Printing and Advertising	
231 Advertising and Publication of Notices	548.81
24 Repairs	
241 Buildings and Structures	53,928.40
242 Equipment	16,226.23
243 Rebinding and Repair of Books	75,000.00
25 Services, Other Contractual	
252 Labor	4,391.97
253 Rental on Equipment	18,740.67
256 Service on Mechanical Equipment	46,537.20
257 Expense Developing Microfilm	828.72
TOTAL	$426,355.92

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1980

1 SERVICES PERSONAL	
11 Salary of Librarian	31,134.47
12 Salary of Assistants	
121 Regular Assistants	1,301,072.53
122 Substitute and Part Time	218,347.46
13 Wages of Janitors	220,053.02
14 Other Compensation	
141 Incidental and Professional	12,665.49
142 Employer Participation in Group Insurance	66,119.29
TOTAL	$1,849,792.16
2 SERVICES CONTRACTUAL	
21 Communication and Transportation	
211 Freight, Express and Drayage	413.42
212 Postage	14,500.00
213 Telephone Tolls and Telegrams	21,724.01
214 Professional Meetings	5,702.55
215 Gasoline and Oil	14,612.90
216 Other Transportation Expense	934.17
22 Heat, Light, Power and Water	
221 Electric Current	144,830.04
224 Water	4,309.86
225 Sewer	3,117.37
23 Printing and Advertising	
231 Advertising and Publication of Notices	548.81
24 Repairs	
241 Buildings and Structures	53,928.40
242 Equipment	16,226.23
243 Refinishing and Repair of Books	73,000.00
25 Services, Other Contractual	
252 Labor	4,391.07
253 Rental on Equipment	18,740.67
254 Service on Mechanical Equipment	46,327.30
271 Expense Developing Microfilm	828.72
TOTAL	442,357.95

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1980

3 SUPPLIES	
31 Office Supplies	
311 Official Records	72.42
312 Stationary and Printing	2,179.09
313 Other Office Supplies	5,001.61
32 Other Supplies	
321 Other Library Supplies	39,513.81
322 Janitors Supplies	15,850.43
323 Photography Supplies	3,690.84
33 Coal, Fuel Oil and Gas	48,232.15
TOTAL	$114,540.35
4 MATERIAL	
44 General	
441 Materials and Parts for Equipment	6,958.38
442 Other General Materials	4,392.03
TOTAL	$11,350.41
5 CURRENT CHARGES	
51 Insurance and Bond Premiums	39,844.72
52 Rents	1,620.00
54 Dues	3,307.55
55 Employers Contribution, Retirement, O.A.S.I.	143,780.16
56 Transfer to Improvement Reserve Fund	40,000.00
58 Unemployment Tax	3,473.50
TOTAL	$232,025.93
6 CURRENT OBLIGATIONS	
62 Interest	17,271.68
TOTAL	$17,271.68

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1980

3 SUPPLIES	
31 Office Supplies	
311 Official Records	72.42
312 Stationery and Printing	2,179.09
313 Other Office Supplies	3,001.61
32 Other Supplies	
321 Other Library Supplies	39,512.81
322 Janitors Supplies	15,850.43
323 Photography Supplies	3,690.84
33 Coal, Fuel Oil and Gas	44,232.15
TOTAL	$114,540.35
4 MATERIAL	
44 General	
441 Materials and Parts for Equipment	6,958.38
442 Other General Materials	4,392.03
TOTAL	$11,350.41
5 CURRENT CHARGES	
51 Insurance and Bond Premiums	39,844.72
52 Rents	1,620.00
54 Dues	3,307.55
55 Employers Contribution, Retirement, O.A.S.I.	143,780.16
56 Transfer to Improvement Reserve Fund	40,000.00
58 Unemployment Tax	3,473.50
TOTAL	$232,025.93
6 CURRENT OBLIGATIONS	
62 Interest	17,271.68
TOTAL	$17,271.68

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1980

7 PROPERTIES

72 Equipment	
721 Furniture	5,000.00
722 Office	26,983.72
723 Cars	15,463.00
724 Other Equipment	37,989.91
73 Books, Periodicals, Newspapers, Audio-Visual Materials	650,216.93
TOTAL	$735,653.56
GRAND TOTAL	$3,386,992.01

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

DISBURSEMENTS 1980

7 PROPERTIES

72 Equipment	
721 Furniture	$ 5,000.00
722 Office	26,983.72
723 Cars	15,463.00
724 Other Equipment	37,989.91
73 Books, Periodicals, Newspapers, Audio-Visual Materials	650,216.93
TOTAL	$733,653.56
GRAND TOTAL	$3,386,992.01

THE ALLEN COUNTY PUBLIC LIBRARY, FORT WAYNE, INDIANA

COMPARATIVE STATISTICS

Year	Expenditures	Cash Balance
1976	3,027,312.35	363,116.97
1977	3,129,137.61	289,427.95
1978	3,212,711.47	355,415.20
1979	3,399,735.42	524,307.94
1980	3,386,992.01	491,304.25

THE FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

BOND AND INTEREST REDEMPTION FUND

FINANCIAL STATEMENT

JANUARY 1 - DECEMBER 31, 1980

RECEIPTS

Balance on Hand January 1, 1980	$347,392.78
June Tax Distribution	283,256.19
December Tax Distribution	256,346.27
TOTAL FUNDS	$886,995.24

EXPENDITURES

Current Obligations	$194,655.00
Debt Payments	395,000.00
TOTAL EXPENDITURES	$589,655.00
Balance on Hand January 1, 1981	$297,340.24

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

16 January 1981

To: All Library Board Members

From: Rick J. Ashton

Re: The 22 January Library Board Meeting

The Board of Library Trustees of the Allen County Public Library will meet in the Board Room of the Main Library at 3:00 p.m. on Thursday, 22 January. The enclosed materials will help you prepare for that meeting.

1. Agenda.

2. Minutes of the 22 December 1980 Library Board meeting.

3. A memorandum on the Board of Finance.

4. The recommendation of Matson Consulting Engineers concerning radio transmission of fire alarm signals for the Main Library.

5. Proposed Schedule of Board Meetings, 1981.

6. Report of the Committee on Art.

7. Proposed Schedule of Holiday Closings, 1981.

8. Abstract of a grant proposal, "Community Outreach to Institutional Residents and Homebound Persons."

9. Proposed Change Order for the Harrison and Washington Parking Lot.

10. Bills and other financial reports.

I look forward to seeing you at the Open House and Dedication on Sunday, 18 January, and at the Board meeting on Thursday, 22 January.

RJA/dno'n

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Agenda
Thursday, 22 January 1981, 3:00 p.m.
Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the Agenda.

2. Approval of the Minutes of the 22 December 1980 Board meeting.

3. Report of the Nominating Committee and Election of Officers for 1981.

4. Report of the Director
   a. Main Library Addition progress.
   b. Report on Grand Opening Events.
   c. Other.

5. Opening of bids for a temporary loan.

6. Organization as a Board of Finance.

7. Awarding of a contract for radio transmission of fire alarm signals.

8. Adoption of a schedule of Library Board meetings for 1981.

9. Report of the Committee on Art.

10. Adoption of a resolution to advertise for bids for carpeting of certain areas of the Main Library.

11. Adoption of a schedule of holiday closings for 1981.

12. Approval of a grant proposal for submission to the Indiana State Library: "Community Outreach to Institutional Residents and Homebound Persons."

13. Approval of a Change Order for the Harrison Street and Washington Boulevard parking lot project, $5,646.50.

14. Approval of payment of the following bills:

Operating Fund	$106,433.08
Library Building & Equipment Fund	125,513.71
Gift Fund	164.54
Indiana & Michigan Electric Co.	6,746.72
Indiana Employment Security Division	273.00

16. Other business.

17. Adjournment.

FOLLOWING ADJOURNMENT. A report on legislation affecting public libraries in the 1981 Indiana General Assembly.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

January 22, 1981

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana at 3:00 p.m. on January 22, 1981. Members present: Mr. George R. Mather, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mr. Alan McMahan, Mrs. Patricia Vogel and Mr. Zohrab Tazian. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated. Dr. Ashton presented a request to address the Library Board from Michael Skaggs. The Board denied the request. The Board approved a procedure requiring submission of the form REQUEST TO ADDRESS THE LIBRARY BOARD by persons wishing to speak to the Board concerning matters relating to the Library.

2. Approval of the minutes of the December 22, 1980 Board meeting. The Board approved the minutes as submitted.

3. Report of the Nominating Committee and Election of Officers for 1981. The nominating committee (Mr. Tazian, Mrs. Beaman and Mrs. Vogel) nominated Mr. Mather for President, Mrs. Koehlinger for Vice-President, Mrs. Gates for Secretary and Mr. McMahan for Treasurer. By unanimous vote the officers were re-elected for 1981.

4. Report of the Director. Dr. Ashton reported on the following matters:

a. Main Library Addition progress. The grand opening of the new addition was a success. The Board directed Dr. Ashton to convey their thanks to the staff.

b. Report on Grand Opening Events. The attendance at the events was excellent.

c. Other. The State Board of Accounts audit for 1978, 1979, and 1980 is in progress. It will be completed in about four weeks.

5. Opening of bids for a temporary loan. The following bids were received and read aloud:

Lincoln National Bank	10.80%
Fort Wayne National Bank	9½%
Anthony Wayne Bank	8½%
Indiana Bank	8 3/8%

It was moved and seconded that Indiana Bank be awarded the contract for a temporary loan of $900,000.

6. Organization as a Board of Finance. The Board elected Mr. Tazian as President, Mrs. Beaman as Vice President, and Mrs. Vogel as Secretary of the Board of Finance. The Board of Finance will meet February 16, 1981, at the Summit Club at 12:00 noon to open proposals received from the banks.

7. Awarding of a contract for radio transmission of fire alarm signals. Upon the recommendation of David C. Matson, Consulting Engineer, the Board awarded the contract to McKay Electric Company, Inc. in the amount of $9,573.00.

8. Adoption of a schedule of Library Board meetings for 1981. The Board approved the schedule of meetings for 1981 as submitted.

9. Report of the Committee on Art. The committee recommended the purchase of a relief print entitled "New Mexico Landscape, Seven Phases" by Professor Rudy Pozzatti of the Fine Arts Department at Indiana University, Bloomington, for a price of $1,000, previously appropriated from the Gift Fund. The Board approved the purchase, subject to visual inspection of the work.

10. Adoption of a resolution to advertise for bids for carpeting of certain areas of the Main Library. The Board approved the resolution.

11. Adoption of a schedule of holiday closings for 1981. The Board referred this item to the Committee on Compensation.

12. Approval of a grant proposal for submission to the Indiana State Library: "Community Outreach to Institutional Residents and Homebound Persons." The Board approved the grant proposal for the fiscal year beginning October 1, 1981.

13. Approval of a Change Order for the Harrison Street and Washington Blvd. parking lot project, $5,646.50. The Board approved the change order.

14. Approval of payment of the following bills:

Operating Fund	$106,433.08	
Library Building & Equipment Fund	125,513.71	+ $1,000.00 to Color Shop Inc.
Gift Fund	164.54	
Indiana & Michigan Electric Co.	6,746.72	
Indiana Employment Security Division	273.00	

The Board approved payment of the bills as submitted.

16. Other business. None.

17. Adjournment. The Board adjourned.

Following adjournment, Dr. Ashton presented a report on proposed legislation affecting public libraries now before the Indiana General Assembly.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

16 January 1981

MEMO

To: All Library Board Members

From: Patricia Vogel, Chairman Ad Hoc Committee on Art
Patricia Vogel/dno'n
Re: Committee recommendation on art purchase

The Committee met on 15 January to select a work of art for purchase by the Library in honor of Robert H. Vegeler. Members present were: Zohrab K. Tazian, James Bell, James Jankowski, Rick Ashton, and Patricia Vogel, Chairman.

The committee viewed 67 slides of entries submitted by 24 artists. After consultation, the committee has agreed to recommend to the Library Board the purchase of a relief print entitled New Mexico Landscape, Seven Phases, by Professor Rudy Pozzatti of the Fine Arts Department at Indiana University, Bloomington.

At this writing on 16 January, we hope to have the print available for viewing by the Board at the 22 January Board meeting.

RJA/dno'n

Memorandum on the Board of Finance

16 January 1981

Indiana law requires that all local governmental units deposit their funds in local banks and trust companies designated as public depositories, in amounts proportional to the total resources of the depositories. This point is more easily illustrated than explained: If Bank A holds 50% of all the bank deposits in Allen County, Bank B holds 30%, and Bank C holds 20%, then the law requires that the Allen County Public Library deposit 50% of its funds in Bank A, 30% in Bank B, and 20% in Bank C.

Every two years, according to a timetable set by law, the Library Board must organize itself as a Board of Finance for the purpose of allocating these deposits. It elects a President (usually the Treasurer of the Library Board) and Secretary of the Board of Finance, who oversee the mailing of notices to all eligible banks and trust companies. At a special meeting on 16 February, the Board of Finance opens proposals received from the banks, designates the depositories, and apportions the deposits accordingly. To add an extra wrinkle, building and loan and savings and loan associations also became eligible to become public depositories in 1980. They may submit special petitions to be designated as depositories, as well as the same type of biannual proposal submitted by banks.

MATSON CONSULTING ENGINEERS
4646 WEST JEFFERSON BOULEVARD
FORT WAYNE, INDIANA 46804
TELEPHONE 219—432-8380

DAVID C. MATSON, P.E.
ANTHONY V. LISINICCHIA, P.E.

January 15, 1981

Dr. Rick J. Ashton, Director
Allen County Public Library
900 South Webster Street
Fort Wayne, Indiana 46802

Re: Recommendation for Award of Contract
Radio Transmission of Fire Alarm Signals
The Public Library of Fort Wayne and Allen County
Fort Wayne, Indiana

Dear Dr. Ashton:

Based upon my review of all the bids and upon a detailed examination of the low bid by Mr. Jack Lawson of Dunten, Beckman, Lawson, Fruechtenicht & Snyder, the library's attorney, it is my recommendation that the contract for the Radio Transmission of Fire Alarm Signal be awarded to McKay Electric Company, Inc., A Corporation, 7671 Bluffton Road, Fort Wayne, Indiana, in the amount of Nine Thousand Five Hundred Seventy-Three and 00/100 Dollars ($9,573.00).

Mr. Lawson has requested that you send him a copy of the "Affirmative Action Contract Compliance" which you now have on file at the main office of the library. Please send this to Mr. Lawson, at Dunten, Beckman, Lawson, Fruechtenicht, & Snyder, 2410 Fort Wayne National Bank Building, 110 West Berry Street, Fort Wayne, Indiana 46802.

Note that the Contractor, McKay Electric Company, Inc., will have to furnish a Performance Bond and all Insurance Certificates, including Workmen's Compensation within ten (10) days of award of contract.

Sincerely,

David C. Matson

David C. Matson

Encl: Bid of McKay Electric (Form 96)
Financial Statement (Form 96A)
Bid Bond (Ohio Farmers Insurance Co.)

cc: file

DCM:zw

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Meetings, 1981

Thursday	22 January	Main Library
Monday	16 February	(Board of Finance) Main Library
Thursday	26 February	Main Library
Thursday	26 March	Pontiac Branch Library
Thursday	23 April	Main Library
Thursday	28 May	Harlan Branch Library
Thursday	25 June	Georgetown Branch Library
Thursday	23 July	Main Library
Thursday	27 August	Main Library
Thursday	24 September	Woodburn Branch Library
Thursday	22 October	Tecumseh Branch Library
Tuesday	24 November	Main Library
Tuesday	22 December	Main Library

All meetings are at 3:00 p.m.

Abstract of grant proposal: "Community Outreach to Institutional Residents and Homebound Persons"

People confined in hospitals, nursing homes, psychiatric facilities, or their own homes have very limited access to library services. The Allen County Public Library has provided only limited service to some of these through rotating book collections and bookmobile stops at some nursing homes and retirement centers. The Allen County Public Library now proposes to extend library service to institutional residents and homebound persons. Direct provision of books, periodicals, films, recordings, and programs will be planned and delivered by a Community Outreach Worker. Establishing contact with persons in institutions and in their homes, determining their needs, and physically delivering appropriate materials and programs will be the duties of the Community Outreach Worker in this one-year project. Results during the first year will determine future continuation within the operating budget of the Allen County Public Library.

This project will help the Indiana library community achieve Goal #3 as stated in the Five Year Program for Library Services: "To extend the full range and quality of library services to the disadvantaged, the institutionalized, the blind, the physically handicapped, the aging, and persons of limited English-speaking ability."

According to the 1970 census there are 16,878 persons resident in institutions in Allen County. An undetermined number of persons, mostly elderly, are also present. Estimates of their number range up to 5,000. For persons resident in the four hospitals, one mental health center, 32 nursing homes and retirement centers, and the county jail, there has been a lack of library service. Deposit collections of books and bookmobile stops have been the Allen County Public Library's services to a portion of this population group. The institutions have not been able to provide the information, education, entertainment, or cultural programs which extended library service would provide.

In order to determine institutions' response to the availability of a community outreach program for their residents, the Allen County Public Library conducted a survey of fourteen of the largest agencies. Twelve agencies responded to the request for information. Of these, eight expressed a strong need for the service, one was indifferent, and three offered to serve as referral points. Three agencies expressed a preference for weekly visits of a Community Outreach Worker. Three preferred twice-monthly visits, and two once per month.

Library service providing delivery of books, periodicals, and recordings, and presenting film showings, story-telling, and other programs would be welcomed and used in the largest residential institutions. Many smaller institutions, which have even less capacity to provide programs for their residents, are also likely to respond positively to the service.

PROPOSED LIBRARY HOLIDAYS 1981

In the past, the Public Library has closed only on the six major legal holidays and for three hours in the afternoon of Good Friday. The following proposed schedule would not increase the paid time off of any Library employee, but it would allow all Library employees to have a three-day weekend at the time of the major weekend holidays. Each employee would work a 32-hour week on the week preceeding or following the holiday weekend, and would work a 40-hour week on the other week bordering the holiday weekend.

For Good Friday, any employee wishing to attend religious services could schedule a half-day of vacation time in advance, but Library facilities would remain open.

Proposed Library Holidays, 1981

NEW YEAR'S DAY	Thursday, January 1
MEMORIAL DAY	Saturday, May 23 and Monday, May 25
INDEPENDENCE DAY	Friday, July 3 and Saturday, July 4
LABOR DAY	Saturday, September 5 and Monday, September 7
THANKSGIVING DAY	Thursday, November 26
CHRISTMAS DAY	Friday, December 25 and Saturday, December 26

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

January 22, 1981

To the Board of Library Trustees:

Rick J. Ashton Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS
DECEMBER 1980

Main Library Fines		$2,334.69
Georgetown Branch Library	786.41	
Hessen Cassel Branch	417.33	
Little Turtle Branch	218.60	
Pontiac Branch	16.38	
Shawnee Branch	346.82	
Tecumseh Branch	157.95	
Waynedale Branch	242.15	
Harlan Branch	10.00	
Monroeville Branch	21.00	
New Haven Branch	100.70	
Woodburn Branch	37.85	
Bookmobile #2	17.00	
Bookmobile #7	31.10	2,403.29
Art & Recordings		341.05
Rent (Hunter - Annex)		1,000.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (Harrison & Washington)		2,878.28
Copier Receipts		4,456.07
R. R. Bowker Refund		9.06
Tom's Snack Foods Commission		9.10
Subscription Fees		240.00
Insurance Claims		347.56
Sale of 1968 Chevrolet Van		100.00
Butterwick Fashion Marketing Refund		53.50
Paper Bag Receipts		30.00
Telephone Pay Station Commission		25.21
Reserve Postals		29.50
Books		198.08
Pamphlets		15.00
		$16,590.39

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

January 22, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

SUNDRY EXPENDITURES DECEMBER 16, 1980 - JANUARY 12, 1981

1980				
Dec.	16	Postage	212	8.35
	17	Postage	212	7.79
	18	Pamphlets	731	5.05
		Postage	212	.45
	19	Postage	212	.19
	22	Postage	212	.52
	23	Postage	212	1.60
	26	Postage	212	.33
	29	Postage	212	.26
	30	Gasoline	215	1.00
		Postage	212	2.07
1981				
Jan.	2	Postage	212	.95
	5	Postage	212	.47
	6	Postage	212	.86
		Librarians expense	214	13.86
	7	Postage	212	2.19
	8	Postage	212	3.97
	9	Postage	212	.69
	12	Postage	212	.26
				$50.86

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — January 22, 1981

Jankowski Associates, Architects	Architectural services rendered, Reimbursables, Professional services Interior design, Interior master planning, signage, and moving plan, reimbursables	6,554.73
InterGroup Collection Ltd.	Table	132.75
Lettering Specialists, Inc.	Signs	7,171.45
Martin, Inc.	Final payment for labor, equipment and material to tear down building and paving of parking lot; extra work on change order	9,512.12
Matson Consulting Engineers	Professional Services	625.00
MDC Wallcoverings	Wall fabric	1,997.74
Reynolds Interiors, Inc.	Installing, moving and construction labor	3,119.20
Thalner Electronic Lab.,Inc.	Equipment and material	94,889.72
F. J. Tibbits Construction, Inc.	Labor and materials necessary to prepare surface to receive carpet	1,511.00
		$125,513.71

Patricia Vogel

Mary M. Fuelberger

Diane M. Mehan

Glenn Inman

Robert A. Taylor

APPROVED

Jack J. Hilton

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills January 22, 1981

American Econo-Clad Services	Media bags and rack for Tecumseh Branch	35.77
Baker & Taylor Company	Books for Hessen Cassel Branch	76.80
T. S. Denison & Co., Inc.	Books for New Haven Branch	11.56
Guideposts Associates, Inc.	Subscription for New Haven Branch	9.90
Hammond, Inc.	World Atlas for New Haven Branch	17.29
Highsmith Co., Inc.	New World Sculpture for New Haven Branch	13.22
		$164.54

Patricia Vogel

Mary M. Koehlinger

Jean McMahan

Allen Turner

Gerald K. Tyson

APPROVED

Eric J. Ashton

DIRECTOR

LEGISLATION AFFECTING PUBLIC LIBRARIES IN THE 1981 SESSION

H.B. 1162 (Rep. Darrell Felling, D-Terre Haute, sponsor; Rep. Stephen Moberly, R-Shelbyville, co-sponsor)

Clarifies the duties of the treasurer of a library district; deletes the requirement that warrants be countersigned by the president and secretary of the library board; permits employees of the library and members of the library board to be appointed as treasurer of the library district.

Assigned to Committee on Governmental Reorganization, Rep. Ray Richardson, R-Greenfield, Chairman.

H.B. 1171 (Rep. Stephen Moberly, R-Shelbyville, sponsor)

Requires that in the case of a merger of a city library district and a county library district, the resulting board is appointed in the manner of a Class I county library district.

Assigned to Committee on Cities and Towns, Stephen Moberly, R-Shelbyville, Chairman.

H.B. 1264 (Rep. William Long, R-Lafayette, sponsor)

Permits a library district to appeal to increase its property tax rate to the lesser of 123% of the rate that the library district had in the preceding budget year, or the rate the taxing unit would have without the appeal, plus 15¢. Limits the amount of additional revenue a library district may obtain under this provision during three year periods to the maximum anount the district could have received in the first year of the three-year period.

Budget

The Budget Committee has recommended in its initial proposed budget that levels of funding relating to public libraries be held at 1981 levels for the next two fiscal years.

State Aid to Public Libraries	$934,835
Area Library Service Authorities	450,000
Indiana Cooperative Library Service Authority	393,260

January 12, 1981

Mr. Carl A. Gunkler, President
Lincoln National Bank and Trust Co.
116 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Gunkler:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $900,000.00 for the general operating fund. The Board will require on an in and out basis the total of $900,000.00 for operating expenses for the period February 2, 1981 until June 30, 1981, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said Board on January 22, 1981 at 3:00 p.m. in the Board Room of the Main Library, 900 Webster St., Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Such Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an Affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Yours very truly,

Rick J. Ashton
Director

RJA:jjb

COPY

January 12, 1981

Mr. Carl E. Gunkler, President
Lincoln National Bank and Trust Co.
114 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Gunkler:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $900,000.00 for 180 general purposes fund. The Board will consider an as is and can basis the total of $800,000.00 for operating expenses for the period February 2, 1981 until June 30, 1981, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said Board on January 12, 1981 at 7:00 p.m. in the Board Room of the Main Library, 900 Webster St., Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Each Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids, it is not obligated to accept the lowest or any other bid, and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. George E. Weber, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Yours very truly,

Rick J. Ashton
Attorney

RJA:jjk

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donnelly P. McDonald Sr., President
Peoples Trust and Savings Co.
913 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. William G. Kemp, Executive Vice President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

COPY

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donald P. McDonald Sr., President
People Trust and Savings Bank
213 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. William C. Kemp, Executive Vice President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay E. Powell, President
Anthony Wayne Bank
201 East Berry Street
Fort Wayne, Indiana 46802

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

January 21, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Re: Temporary Loan to Public Library of Fort Wayne and Allen County

Dear Mr. Mather:

Per Mr. Rick J. Ashton's letter dated January 12, 1981, we have been asked to bid on a temporary loan dated February 2, 1981, for the sum of $900,000.00 due and payable on or before June 30, 1981. Assuming the fully tax-free status of this loan and further stating that no collusion exists between ourselves and any other bidder, we respectfully submit our bid at an interest rate of 8 3/8 per cent.

Should we become the successful bidder, we ask that you contact my office directly. Also, should there be any questions concerning our bid, please advise.

Very truly yours,

Thomas G. Blume
Vice President/Investment Officer

TGB/jlh

ANTHONY WAYNE BANK
berry at clinton — fort wayne, ind. 46802
ph. (219) 423-3611

Howard W Zimmerman
Vice President

January 14, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Mr. Mather:

In response to your letter of January 12, 1981, we respectively submit our bid for a temporary loan of $900,000.00 to the Board of Trustees of the Fort Wayne Public Library.

We offer an annual rate of interest of 8½% on any amount borrowed between February 2, 1981 and June 30, 1981.

I hereby affirm that neither I, nor any of the official staff of the Anthony Wayne Bank, have colluded or discussed this bid with any other possible bidder for this loan.

Very truly yours,

Howard W. Zimmerman

tsp

FORT WAYNE NATIONAL BANK

FORT WAYNE, INDIANA 46802 · (219) 426-0555

January 21, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Ft. Wayne, Indiana 46802

Dear Sir:

In response to the letter of Mr. Rick J. Ashton, Director, and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $900,000 to be used for operating expenses during the period from February 2, 1981 until June 30, 1981.

This loan will be made up of loans to the Board of Trustees of Allen County Public Library and for the purchase of these loans totaling $900,000 we bid:

Nine and Fifty Hundreths Per Cent
(9½% per annum)

Interest will be charged only from the date of advance to the date of final payment.

We are always pleased to be able to bid on these loans and hope that we may be of help to you.

Very truly yours,

Richard R. Monn
Vice President

RRM:ems

AFFIDAVIT OF CON-COLLUSION

STATE OF INDIANA (
COUNTY OF ALLEN) ss:

RICHARD R. MONN, Vice President of Fort Wayne National Bank, being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $900,000 to the Board of Trustees of Allen County Public Library.

Further affiant saith naught.

Signed this 21ST day of JANUARY, 1981

FORT WAYNE NATIONAL BANK

BY Richard R. Monn
Richard R. Monn - V. President

Subscribed and sworn to before me this 21st day of January, 1981

Mary L. Miller
Mary L. Miller
Resident of Allen County, Indiana

My Commission Expires: 10-6-81

LINCOLN NATIONAL BANK AND TRUST COMPANY

116 EAST BERRY STREET
FORT WAYNE, INDIANA
46802

January 22, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Mr. Mather:

Pursuant to the legal notices thereof recently published and under the terms outlined in your letter of January 12, 1981, for sealed bids to be submitted January 22, 1981 at 3:00 p.m. in the Public Library at 900 Webster Street, Fort Wayne, Indiana, this bank will be pleased to loan $900,000.00 for the Allen County Public Library on the basis outlined in the notices and letter at a rate of 10.80 percent per annum (365 day basis) with no premium. Interest shall be payable at maturity computed from date of borrowing with right of prepayment.

This bid is subject to our receiving the usual resolution for authorization of subscribing officers and your own attorney's approving legal opinion.

Sincerely,

Ned E. Lee

Ned E. Lee
Assistant Vice President

NEL/lss

NONCOLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

NED E. LEE, being duly sworn upon oath, says that he has executed the foregoing bid as Assistant Vice President of and for and on behalf of LINCOLN NATIONAL BANK AND TRUST COMPANY OF FORT WAYNE, being duly authorized so to do; and that said bid has been made and submitted by said Bank independently, free of any collusion or understanding of any kind with any other bidder.

Ned E. Lee

Ned E. Lee
Assistant Vice President

Subscribed and sworn before me this 22nd day of January, 1981.

Marilynn S. Burnworth

Marilynn S. Burnworth, Notary Public

A Resident of Allen Co., IN

My commission expires:

January 24, 1983

JJB

February 2, 1981

Mr. Rick J. Ashton
Director, Allen County Public Library
900 Webster St.
Ft. Wayne, IN 46802

Dear Mr. Ashton:

Recently you addressed a letter to Mr. Donnelly P. McDonald, Jr., Chairman of the Board of Peoples Trust Bank, inviting Peoples Trust Bank to submit a sealed bid for the temporary loan of $900,000.00 for the general operating fund of the Allen County Public Library. Peoples Trust Bank appreciates very much the invitation of bid on this type of borrowing. However, at the current time we are not seeking, nor can we take advantage of the tax exempt income feature of this type of borrowing. Consequently, rather than submit a bid that might possibly be embarrassing to the Allen County Public Library we chose not to bid on this particular issue.

We hope you will continue to seek bids from Peoples Trust Bank in the future as your borrowing needs continue. Thank you again for the invitation to bid on this particular note.

Sincerely yours,

Thomas J. Parker

THOMAS J. PARKER
Vice President and Senior Investment Officer

TJP:cb

CHANGE ORDER

AIA DOCUMENT G701

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: Parking Lot Renovation - Harrison Street at Washington Boulevard
(name, address)

TO (Contractor)

Martin, Inc.
4315 Meyer Road
Fort Wayne, Indiana

~~ARCHITECT'S~~ Engineer's PROJECT NO: 8008

CONTRACT FOR: Site Work

CONTRACT DATE:

You are directed to make the following changes in this Contract:

1)	Remove drive entrances along Washington Blvd. and replace with sidewalk. Install Catch Basin. (Required by City of Fort Wayne)	ADD	$ 3,500.00
2)	Provide electrical and telephone service to parking booth.	ADD	1,875.00
3)	Erect parking booth.	ADD	225.00
4)	Replace damaged lockset.	ADD	46.50
	Total Amount Added to contract		$ 5,646.50

The original Contract Sum was	$ 19,328.10	.
Net change by previous Change Orders	$ 0.00	.
The Contract Sum prior to this Change Order was	$ 19,328.10	.
The Contract Sum will be (increased) (~~decreased~~) (~~unchanged~~) by this Change Order	$ 5,646.50	.
The new Contract Sum including this Change Order will be	$ 24,974.60	.
The Contract Time will be (~~increased~~) (~~decreased~~) (unchanged) by	( ) Days.	
The Date of Completion as of the date of this Change Order therefore is		.

Coil & Dickmeyer, Inc.	Martin, Inc.	Allen County Public Library
~~ARCHITECT~~ Engineer	CONTRACTOR	OWNER
6044 E. State Blvd.	4315 Meyer Road	900 Webster Street
Address	Address	Address
Fort Wayne, Indiana	Fort Wayne, Indiana	Fort Wayne, Indiana
BY C. David Coil	BY	BY Mary M. Keelberger
C. David Coil		
DATE 12/22/80	DATE 12/23/80	DATE

DATE OF ISSUANCE December 22, 1980

CHANGE ORDER NUMBER 1

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ONE PAGE

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

REQUEST TO ADDRESS THE LIBRARY BOARD

I HEREBY SUBMIT A REQUEST TO SPEAK TO THE BOARD OF LIBRARY TRUSTEES AT A PUBLIC BOARD MEETING, CONCERNING MATTERS RELATING TO THE LIBRARY. I UNDERSTAND THAT THE BOARD OF LIBRARY TRUSTEES HAS THE AUTHORITY TO GRANT OR DENY THIS REQUEST.

SIGNATURE Michael Skaggs

NAME (PRINTED) MICHAEL SKAGGS

ADDRESS 1006 ROCKHILL ST., FORT WAYNE, INDIANA

GROUP REPRESENTED

SUBJECT ON WHICH I REQUEST TO ADDRESS THE BOARD

GETTING MY JOB BACK AFTER BEING FIRED FOR SOMETHING THAT I DID NOT DO.

DATE JAN. 22, 1981

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

SPECIAL BOARD MEETING

February 16, 1981

The Board met in special session at 12:00 noon at the Summit Club, 2500 Fort Wayne National Bank Building, Fort Wayne, Indiana. Members present: Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mrs. Rae Gates, Mrs. Patricia Vogel, Mr. Zohrab Tazian. Mrs. Koehlinger presided.

In accordance with the special item of business for which the meeting was called, the Board approved payment of $58,881 from the Library Building and Equipment Fund to Estey Corporation for 100% of the contract amount for the steel library shelving for the Main Library Addition.

The Board also adopted the following Resolution:

RESOLVED, that the Board of Library Trustees of the Allen County Public Library has been generally dissatisfied with the performance of Estey Corporation in supplying and installing steel library shelving for the Main Library Addition. Delays in installation, defects in equipment, and untimely demands for payment have all contributed to this dissatisfaction. The Board recommends that these matters be strongly considered in any future dealings with Estey Corporation.

THE ALLEN COUNTY PUBLIC LIBRARY
Fort Wayne, Allen County, Indiana

February 16, 1981

To Rick J. Ashton, Director

The Board of Finance of the Allen County Public Library, Fort Wayne, Allen County, Indiana, met on Monday, February 16, 1981, and opened statements of the following financial institutions of Allen County, Indiana, in which they submitted a sworn statement of their resources, and which were used to determine the percentile of funds to be allocated to each institution.

Institution	Funds	Percentage
Allen County State Bank	$ 10,371,921	1/2
Anthony Wayne Bank	138,542,000	6 3/4
Grabill Bank	32,902,407	1 3/4
Peoples Trust and Savings Bank	372,615,643	18
Indiana Bank and Trust Company	312,360,000	15
Fort Wayne National Bank	439,233,000	21 1/4
Lincoln National Bank & Trust Co.	762,480,135	36 3/4
Total	$2,068,505,106	100

Patricia Vogel

Patricia Vogel, Secretary
The Allen County Public
Library

the architects office on the landing

Conrad C Jankowski AIA Victor L Martin AIA James C Jankowski

Jankowski Associates

February 13, 1981

Rick Ashton
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

RE: Estey Library Shelving

Dear Mr. Ashton:

The Estey Corporation has satisfactorily completed all items on the Punch List, dated January 21, 1981. This work included the installation of the levelers and repair, or replacement, of the end panels specified.

It is our recommendation that Estey be paid in full according to the terms of the Contract.

Very truly yours,

James C. Jankowski

James C. Jankowski

reo

one rose marie's alley fort wayne, indiana 46802 219-424-3676

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

23 February 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton /ema

Re: 26 February Library Board Meeting

The Library Board will meet in the Board Room of the Main Library at 3:00 p.m. on Thursday, 26 February 1981. The following materials are enclosed to help you prepare for the meeting:

1. Agenda.

2. Minutes of the 22 January regular Board meeting, 16 February special Board meeting, and 16 February Board of Finance meeting.

3. A recommendation from the Committee on Compensation concerning 1981 holiday closings.

4. A recommendation and information concerning reciprocal borrowing.

5. A Change Order from Thalner Electronics.

6. Bills and other financial reports.

7. Information concerning certain Library property will be available at the Board meeting.

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Agenda
Thursday, 26 February 1981, 3:00 p.m.
Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

Before the Meeting. Unveiling of the work of art purchased in honor of Robert H. Vegeler, Director Emeritus.

1. Adoption of the Agenda.

2. Approval of the minutes of the 11 January 1981 regular Board meeting, 16 February 1981 special Board meeting, and 16 February 1981 Board of Finance meeting.

3. Report of the Director
   a. Preliminary figures for the 1980 Annual Report.
   b. Legislative update.
   c. Other.

4. Report of the Committee on Compensation
   a. Recommendation concerning holiday closings for 1981.
   b. Recommendation concerning compensation of the Library Attorney and Library Consulting Engineer for the remainder of 1981.

5. A decision on the proposed Reciprocal Borrowing Agreement.

6. Approval of a change order with Thalner Electronics in the amount of $2,633.13.

7. Approval of the following salaried appointments:
   Cathleen Arnoldy, Secretary to the Director, $12,500
   Gail Milne, Public Information Specialist, $12,500
   John Selzer, Branch Assistant, Georgetown Branch, $11,200
   Jonathan Kaufman, Desk Attendant, Circulation Services, $6,968

8. Approval of payment of the following bills:

Operating Fund	$137,042.25
PERF, OASI Division	10,001.55
Indiana & Michigan Electric Co.	7,431.24
Lincoln National Life Insurance Co.	3,042.18
Blue Cross Hospital Service	4,789.80

9. Other business.

10. Adjournment.

11. Executive Session concerning potential sale of property.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

February 26, 1981

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana at 3:00 p.m. on February 26, 1981. Members present: Mr. George R. Mather, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mrs. Patricia Vogel, Mrs. Rae Gates and Mr. Zohrab Tazian. Mr. Mather presided. Before the meeting the work of art purchased in honor of Robert H. Vegeler, Director Emeritus, was unveiled.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.

2. Approval of the minutes of the 22 January 1981 regular Board meeting, 16 February 1981 special Board meeting, and 16 February 1981 Board of Finance meeting. The Board approved the minutes as submitted.

3. Report of the Director. Dr. Ashton reported on the following matters:

a. Preliminary figures for the 1980 Annual Report. Circulation increased by 16% over 1979, with 1,479,761 books circulated. The Library spent 97.6% of its approved operating budget for 1980. The Board requested that Dr. Ashton compare these findings with national trends and report his findings.

b. Legislative update. H.B. 1264 would allow libraries to appeal their tax rates under certain conditions. The bill is near passage in the House. H.B. 1162 would allow libraries to name an employee or board member as Treasurer. This bill has passed the House. Mr. Mather appointed a study committee on legislation, consisting of Mr. Tazian, Chairman, Mrs. Gates and Dr. Ashton.

c. Other. Dr. Ashton informed the Board of the closing of the Library at 12 noon, February 10 and all day February 11 because of the weather.

4. Report of the Committee on Compensation. Mrs. Vogel presented the following:

a. Recommendation concerning holiday closings for 1981. The Committee on Compensation recommends that the Board adopt a schedule of holiday closings for 1981 as circulated. The Board approved the recommendation.

b. Recommendation concerning compensation of the Library Attorney and Library Consulting Engineer for the remainder of 1981. The committee recommended that the Board employ Thomas Fruechtenicht as Attorney at a rate of $60 per hour. The recommendation was approved. The committee recommended that the Board employ David Coil as Consulting Engineer at $100 per calendar month, with inspection tours requiring more than one hour to be compensated at the rate of $40 per hour. The recommendation was approved.

5. A decision on the proposed Reciprocal Borrowing Agreement. Dr. Ashton recommended that the Allen County Public Library join the Indiana Reciprocal Borrowing Agreement for the period beginning February 26, 1981 and ending September 30, 1982. The Board adopted the Reciprocal Borrowing Agreement.

6. Approval of a change order with Thalner Electronics in the amount of $2,633.13. The Board approved the change order.

7. Approval of the following salaried appointments:

Cathleen Arnoldy, Secretary to the Director, $12,500
Gail Milne, Public Information Specialist, $12,500
John Selzer, Branch Assistant, Georgetown Branch, $11,200
Jonathan Kaufman, Desk Attendant, Circulation Services, $6,968

The Board approved the salaried appointments.

8. Approval of payment of the following bills:

Operating Fund	$137,042.25
PERF, OASI Division	10,001.55
Indiana & Michigan Electric Co.	7,431.24
Lincoln National Life Insurance Co.	3,042.18
Blue Cross Hospital Service	4,789.80

The Board approved payment of the bills as submitted.

9. Other business. The Board approved the Treasurer's Bond as required for recording purposes.

10. Adjournment. The Board adjourned.

11. Executive Session. The Board convened in Executive Session to discuss potential sale of property. Mrs. Koehlinger presided.

12. Adjournment. The Board adjourned.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

23 February 1981

To: All Library Board Members

From: The Committee on Compensation, Alan McMahan, Chairman

Re: 1981 Holiday Closings

The Committee on Compensation recommends that the Board adopt the following schedule of holiday closings for 1981.

Thursday, January 1, New Year's Day, closed all day

Friday, April 17, Good Friday, closed 12 noon-3 p.m.

Monday, May 25, Memorial Day, closed all day

Friday, July 3, Independence Day, closed all day

Saturday, July 4, Independence Day, closed all day

Monday, September 7, Labor Day, closed all day

Thursday, November 26, Thanksgiving Day, closed all day

Thursday, December 24, Christmas Eve, closed at 12 noon

Friday, December 25, Christmas Day, closed all day

The Committee also recommends that all Library agencies normally open on Saturdays follow their summer hours, open 9 a.m. to 12 noon, beginning on Saturday, May 23, and continuing through Saturday, September 5.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

23 February 1981

To: All Library Board Members

From: Rick Ashton

Re: Reciprocal Borrowing

About one hundred twenty of the two hundred thirty public libraries in Indiana have joined together in a reciprocal borrowing agreement, under which persons holding cards from participating libraries may borrow books and other materials from other participating libraries. The larger libraries, which are net lenders in this arrangement, are compensated for their participation by the Indiana State Library, which allocates federal funds for the purpose.

In September, 1979 the Board of Library Trustees of the Fort Wayne Public Library declined to participate in the program, in the absence of a positive administrative recommendation.

I now recommend that the Allen County Public Library join the reciprocal borrowing agreement for the period beginning 26 February 1981 and ending 30 September 1982. This decision would have several consequences:

1. It would allow Allen County residents free borrowing access to over half the public libraries in the state, including all the larger libraries.
2. It would bring $11,620 to the treasury of the Allen County Public Library during 1981 and an undetermined amount during 1982. The Allen County Public Library may determine how to spend these funds.
3. It would provide a setting for investigating the relationship of the Allen County Public Library to the library system of the state and the area. Use of

other public libraries by Allen County residents would be measured, as would use of the Allen County Public Library by others.

4. It would allow sufficient time for a true reading on the workings of the system without a long-term, open-ended commitment.

RJA/cma

RECIPROCAL BORROWING COVENANT

Whereas, it is to the advantage of the people of Indiana that intellectual materials be accessible to them; and

Whereas, public libraries have been developed to promote free access to intellectual materials available in organized collections of such materials in locally supported public libraries; and

Whereas, the parties to this agreement are desirous of fulfilling their obligations and purposes in this regard do

Hereby, covenant between them on behalf of the people in their library district to permit any person holding a valid resident borrower's card from any library which is a party to the Covenant access to circulating materials, such an arrangement being generally referred to as reciprocal borrowing, subject only to the conditions set forth here following:

1. Users of this arrangement are expected to
   a. conform to the rules and regulations of the institution from which they borrow
   b. present a valid resident borrower's card issued by their local library as evidence of their eligibility for this service; and
   c. pay promptly all delinquency charges which may accrue against them.
2. Participating libraries agree to assist each other, if necessary (on request) in recovering materials.
3. Participating libraries may limit this activity to specific classes of materials at their discretion, but are encouraged to provide unlimited access.
4. Participating libraries are not required to take reserves or initiate interlibrary loan requests.
5. Participating libraries must be a member of an ALSA.

This covenant becomes effective on the latest date shown below and shall remain in force until either party wishes it modified or cancelled, in which case ninety days notice must be given in writing to the Indiana State Library. A copy of this agreement shall be filed with the State Library upon signing.

_____ Public Library

_____ Date _____ Librarian

_____ Date _____ President, Board of Trustees

INDIANA PUBLIC LIBRARY RESOURCE SHARING PROGRAM

RECIPROCAL BORROWING GUIDELINES

1. The intent of the reciprocal borrowing program is to provide a vehicle through which libraries may offer the additional service to their patrons of access to the materials of other participating libraries. The program is designed as a benefit only for resident card holders of participating libraries; therefore patrons residing in contracting townships or those who pay a fee to use the library are defined as non-resident card holders and are not eligible for the service. This guideline is based upon the recognition that a library should not be placed in a position to sell the services of another library to those who provide no local tax support toward library service. Participating libraries must provide some means of identifying non-resident cards, perhaps by typing or stamping NR on the cards.

2. The reciprocal borrowing covenant requires only the circulation of materials to eligible patrons. Other services such as the reserving of materials, interlibrary loan, reference assistance and availability of special programs or services may be offered to reciprocal borrowing patrons, but these are not required.

3. It is the patron's responsibility to return materials borrowed through this program to the lending library. Participating libraries and ALSAs are encouraged to assist or facilitate the collection and/or return of materials, but this is not required of participating libraries.

4. It is recognized that a risk of any program involving the loan of materials is the possible loss of materials, although it is anticipated that losses through reciprocal borrowing loans will be less than or equal to the average rate experienced through local service. Participating libraries are asked to estimate and record reciprocal borrowing losses. Flagrant violations such as $100 or more in fines or losses accrued by individual borrowers, or systematic theft of materials should be reported to the Extension Division. It is suggested that libraries which anticipate or experience significant reciprocal lending to patrons of particular libraries exchange lists of invalid or revoked cards with those libraries to prevent abuse of the service. Such lists could also be exchanged within ALSA areas.

5. The Indiana State Library will provide a periodic listing of participating libraries, including use restrictions and borrower's card requirements of each, to all participating libraries and ALSAs. Please complete and return the enclosed form (Reciprocal Borrowing Restrictions) so that this information may be provided to participating libraries.

6. In order to document and evaluate the statewide impact of the program, participating libraries are requested to record for the first year the information included on the enclosed sample report form. The sample may be used as a work copy; forms will be provided at the end of the year (September 30) for completion and return to the Extension Division.

ED/ISL
10/79

CHANGE ORDER

AIA DOCUMENT G701

OWNER [x]
ARCHITECT [ ]
CONTRACTOR [ ]
FIELD [ ]
OTHER [ ]

PROJECT: (name, address) Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

CHANGE ORDER NUMBER: TV-2

TO (Contractor)
Thalner Electronics Labs
7235 Jackson Road
Ann Arbor, Michigan 48103

ARCHITECT'S PROJECT NO: #7608

CONTRACT FOR: Supply of video equipment

CONTRACT DATE: August 28, 1980

You are directed to make the following changes in this Contract:

Add	VC-555 cable connector
Add	RCA TC1212 monitor
Add	Quickset model 4-75081-6 tripod handle
Change	HVS 516 time base corrector to 16-line model
Change	JVC HZ C20 controls to HZ C30 model
Install	VHF, F, BNC, and RCA video front panel connectors wired to inputs of Vicon V1404 SI switcher (CFE). Wire output of V1404 SI to input of routing switcher.
Install	Audio and video distribution cables from control room to public meeting rooms. Install intercom input in studio.
Install	Adapter to allow call-in telephone line to be routed to audio mixing board.
Install	Communication line for floor manager.
Install	Interface between public address system in public meeting room and audio mixing board.

Supply all equipment and installation for a total increase in contract price of $2,633.13

The original Contract Sum was	$124,606.46
Net change by previous Change Orders	$ -109.00
The Contract Sum prior to this Change Order was	$124,497.46
The Contract Sum will be (increased) ~~(decreased)~~ ~~(unchanged)~~ by this Change Order	$ 2,633.13
The new Contract Sum including this Change Order will be	$127,130.59
The Contract Time will be ~~(increased)~~ ~~(decreased)~~ (unchanged) by	( ) Days.
The Date of Completion as of the date of this Change Order therefore is	

ARCHITECT	CONTRACTOR	OWNER
	Thalner Electronics Labs	Allen County Public Library
Address	7235 Jackson Road	900 Webster Street
	Ann Arbor, Michigan 48103	Fort Wayne, Indiana 46802
BY	BY	BY
DATE	DATE	DATE

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

February 26, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

JANUARY 1981

Main Library Fines		$2,387.14
Georgetown Branch Library	920.05	
Hessen Cassel Branch	372.44	
Little Turtle Branch	243.90	
Pontiac Branch	15.10	
Shawnee Branch	354.00	
Tecumseh Branch	174.60	
Waynedale Branch	309.55	
Harlan Branch	15.00	
Monroeville Branch	31.00	
New Haven Branch	113.80	
Woodburn Branch	17.50	
Bookmobile #1	77.70	
Bookmobile #2	60.00	
Bookmobile #4	35.50	
Bookmobile #5	12.90	
Bookmobile #7	6.00	2,759.04
Art & Recordings		301.75
Rent (Annex - Hunter)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Interest		143.78
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (Harrison & Washington)		3,896.78
Copier Receipts		3,237.04
Subscription Fees		220.00
Nitz Distributors - Juice Vending Commission		29.61
Tom's Snack Foods Commission		8.05
Insurance Claim		46.50
Telephone Pay Station Commission		21.82
Reserve Postals		27.80
Books		85.90
Pamphlets		25.00
		$16,610.21

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

February 26, 1981

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES JANUARY 13 - FEBRUARY 15, 1981

Jan.	13	Postage	212	1.21
	15	Postage	212	3.30
	16	Postage	212	.40
		Keys	322	3.58
	19	Postage	212	3.74
	20	Postage	212	5.89
	21	Postage	212	8.51
	22	Postage	212	6.19
	23	Postage	212	9.64
	26	Postage	212	1.14
	27	Postage	212	3.80
	28	Pamphlets	731	8.60
		Postage	212	.26
	29	Postage	212	1.58
Feb.	2	Postage	212	6.30
	4	Postage	212	.45
	5	Postage	212	1.80
	6	Postage	212	1.87
	9	Postage	212	1.37
	12	Postage	212	3.04
	13	Postage	212	2.72
				$75.39

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — February 26, 1981

Estey Corporation	Library shelving (Paid 2/16)	58,881.00
Jankowski Associates, Architects	Architectural services: For installation inspections, and final inspections of the Metal Bracket Type Library Shelving	245.03
Carpetland USA	Furnish and install carpet	17,169.18
Centra, Inc.	Freight	120.64
CSR Co-Operative Inc.	Freight	224.49
Diskey Sign Corporation	Provide & install signage	6,548.00
Dutch Made, Inc.	Tables and Information/Security Desk	3,255.00
Klopf Audio/Video Company	Engineering and consulting to design new access studio - FINAL	2,664.00
McKay Electric Company, Inc.	Install the extension of the P.A. System to the TV control room and install power & conduit to remote television equipment	914.00
Nightingale Industries Ltd.	Club chairs	6,269.92
Indiana Office Systems, Inc.	Spare parts for the Elecompack stacks	3,928.46
Reynolds Interiors, Inc.	Installation and moving labor	1,271.35
Thalner Electronic Lab. Inc.	Installation of equipment and material	12,508.13
		$113,999.20

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — February 26, 1981

Baker & Taylor Company	Books for Hessen Cassel and Main Library	95.26
Boxberger's Inc.	Chalkboard and chalk for Tecumseh Branch	15.52
Fort Wayne Newspapers, Inc.	Newspaper tabloid	2,169.55
G. K. Hall & Company	Books for New Haven Branch	38.97
Prof. Rudy Pozzatti	Painting - New Mexico Landscape/ Seven Phases III plus framing and matting	1,075.00
		$3,394.30

Lee Gates

Joshua K. Freeman

[illegible]

Eleanor Foman

Mary M. Keelling

APPROVED

Cecile T. Adstam

DIRECTOR

NOTICE TO BIDDERS

Sealed bids will be received by the Board of Trustees of the Allen County Public Library, on carpeting required for several areas in the Main Branch, until 3:00 p.m. (EST), Thursday, March 26, 1981, in the Pontiac Branch Library, 3304 Warsaw Street, Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud. Bids received after such time will be returned unopened.

Each bid or proposal shall be accompanied by an acceptable Certified or Cashier's Check, or an acceptable Bidder's Bond, payable to Treasurer, Allen County Public Library, in the amount of not less than five percent (5%) of the total bid price.

The Contract Documents, consisting of this notice and including the Instructions to Bidders, Specifications and Plans are part hereof, and all bidders shall be deemed advised of the provisions thereof.

Copies of the Contract Documents, including Plans and Specifications, are on file at the office of Rick J. Ashton, Director of the Library, 900 Webster Street, Fort Wayne. Copies of the Plans and Specifications may be obtained from the Architects' Office on the Landing, Jankowski Associates, One Rose Marie's Alley, Fort Wayne, Indiana 46802.

Proposals of bids shall be properly and completely submitted on State Board of Accounts Form 95 with required drawings and documents, including a Non-collusion Affidavit, bearing signature(s) of authorized officers of firms making submissions.

The successful bidder will be required to furnish a properly executed Performance Bond with acceptable surety thereon in the amount of one hundred percent (100%) of the contract awarded, said bond to comply in all respects with the requirements of the Statutes of Indiana governing bonds to be furnished for such contracts. Each Contractor shall state the amount to be deducted from his bid if said bond is not required.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Trustees Allen County Public Library.

March 9, 16, 1981

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

3 March 1981

Mr. C. David Coil
Coil and Dickmeyer, Inc.
6044 East State Blvd.
Fort Wayne, Indiana 46815

Dear Dave:

The Board of Library Trustees of the Allen County Public Library has authorized the extension of your agreement with the library, as stated in your letter of 9 May 1978 to Charles E. Slater. The Board confirmed all details of that letter of agreement, including the provision that all consulting services are to be performed by you rather than by the firm of Coil and Dickmeyer. The Board also agreed to the change of the compensation under the agreement that you have proposed. Your compensation will continue at $100 per calendar month, with inspection tours requiring more than one hour to be compensated at the rate of $40 per hour.

I am happy to continue this working relationship with you, which I think is very much to the benefit of the library.

Sincerely,

Rick J. Ashton
Director

RJA/cma

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

23 March 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/cmo

Re: The March 26 Library Board Meeting

The Library Board will meet in regular session on Thursday, March 26, 1981, at 3:00 p.m. at the PONTIAC BRANCH LIBRARY, 3304 WARSAW STREET, FORT WAYNE, INDIANA 46806. The enclosed materials will help you prepare for the meeting:

1. Agenda.

2. Minutes of the February 26, 1981 Board meeting.

3. Report of the Study Committee on Legislation.

4. Proposed Meeting Room Policy.

5. Memorandum on a Foundation and Friends.

6. Bills and other financial reports.

7. Copies of two recent Library promotional efforts.

I look forward to seeing you on Thursday.

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Agenda
Thursday, 26 March 1981, 3:00 p.m.
Pontiac Branch Library, 3304 Warsaw Street, Fort Wayne, Indiana 46806

1. Adoption of the Agenda.

2. Approval of the Minutes of the February 26, 1981, meeting.

3. Opening of bids for carpeting of certain areas of the Main Library.

4. Report of the Director
   a. The financial condition of the Library
   b. Other

5. Report of the Study Committee on Legislation.

6. Adoption of a Proposed Meeting Room Policy.

7. Decision on Proposed Formation of a Foundation and a Friends Group.

8. Resolution to advertise for an Additional Appropriation from Library Services and Construction Act Funds, in the amount of $11,620, for Books and Other Library Materials.

9. Approval of a Transfer of $50,000 from the Operating Fund to the Library Improvement Reserve Fund.

10. Approval of the following salaried appointment:
    Ford Dilts, Security Officer, $8,000

11. Approval of payment of the following bills:

Operating Fund	$88,947.44
Library Bldg. & Equipment Fund	21,252.11
Phonograph Record Room Fund	441.64
LSCA - MURL Fund	5,156.85
Gift Fund	14.32
PERF - OASI Division	10,078.48
Indiana & Michigan Electric Co.	6,846.97
Indiana Employment Security Division	168.00
Record Room	14.70
Blue Cross Hospital Service	4,707.60
Lincoln National Life Insurance Co.	2,869.14

12. Approval of the Treasurer's Bond, $10,000, for 1981.

13. Awarding of a contract for carpeting of certain areas of the Main Library.

14. Other business.

15. Adjournment.

Following adjournment: A tour of the Pontiac Branch Library, led by Randal Gillen, Pontiac Branch Library Manager.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

March 26, 1981

The Board met in regular session at the Pontiac Branch Library, 3304 Warsaw Street, Fort Wayne, Indiana at 3:00 p.m. on March 26, 1981. Members present: Mr. George R. Mather, Mr. Zohrab Tazian, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman and Mrs. Rae Gates. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.

2. Approval of the minutes of the February 26, 1981 meeting. The Board approved the minutes as submitted.

3. Opening of bids for carpeting of certain areas of the Main Library. The following three bids were received and read alound: Carpetland USA, $16,988.00; L.S. Ayres Southtown, $20,074.00; and Strahm, Inc., $18,625.00. The bids were referred to the Architects.

4. Report of the Director. Dr. Ashton reported on the following matters:

   a. The financial condition of the Library (Report distributed with the Agenda).

   b. Other. A public access television event will take place Saturday, April 4, 1981 in the Library studios. The four-hour telethon to raise money for the Save the Atlanta Children Fund will be carried on Cable Channel 10. April 4-11 is National Library Week. April 14 District III of the Indiana Library Association/Indiana Library Trustee Association will meet at Hartford City.

5. Report of the Study Committee on Legislation. The Study Committee on Legislation recommended that the Library Board formally record its support of H.B. 1264 in the following resolution:

> RESOLVED: The Board of Library Trustees of the Allen County Public Library strongly encourages all members of the Allen County delegation and all other members of the General Assembly to support the passage of H.B. 1264 into law. This legislation will help maintain continued high-quality library service to the public. The ability of the public libraries to seek small additional amounts from the property

tax revenue will repay the people of the state many times over, in maintained levels of information service for all.

The Board adopted the resolution.

6. Adoption of a Proposed Meeting Room Policy. The Board adopted the Meeting Room Policy and asked the Director to report in six months on meeting room use.

7. Decision on Proposed Formation of a Foundation and a Friends Group. The Board authorized the Director and the Library's Attorney to investigate the formation of a foundation and a friends group and make specific recommendations to the Board.

8. Resolution to advertise for an Additional Appropriation from Library Services and Construction Act Funds, in the amount of $11,620, for Books and Other Library Materials. The Board approved the resolution.

9. Approval of a transfer of $50,000 from the Operating Fund to the Library Improvement Reserve Fund. The Board approved the transfer.

10. Approval of the following salaried appointment:

Ford Dilts, Security Officer, $8,000.

The Board approved the appointment.

11. Approval of payment of the following bills:

Operating Fund	$88,947.44
Library Building & Equipment Fund	21,252.11
Phonograph Record Room Fund	441.64
LSCA - MURL Fund	5,156.85
Gift Fund	14.32
PERF - OASI Division	10,078.48
Indiana & Michigan Electric Co.	6,846.97
Indiana Employment Security Division	168.00
Record Room	14.70
Blue Cross Hospital Service	4,707.60
Lincoln National Life Insurance Co.	2,869.14

The Board approved payment of the bills as submitted.

12. Approval of the Treasurer's Bond, $10,000 for 1981. The Board approved the Treasurer's Bond in the amount of $10,000.

13. Awarding of a contract for carpeting certain areas of the Main Library. After examining the three carpet bids, the Architects recommended that the contract be

awarded to Carpetland USA in the amount of $17,090.00 for the basic bid plus performance bond. The Board awarded the carpet contract to Carpetland USA.

14. Other business. None.

15. Adjournment. The Board adjourned.

Following adjournment: The Board toured the Pontiac Branch Library, guided by Randal Gillen, Pontiac Branch Library Manager.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

26 March 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/[illegible]

Re: The Financial Condition of the Library

The Library's finances are in sound condition at this time. We can expect them to remain so throughout 1981. Developments in the Indiana General Assembly between now and the end of the session will help to determine what the condition of the Library's finances will be in 1982 and thereafter.

On the income side, our receipts are running about as projected. Miscellaneous revenue from fines, fees, rents, parking and other activities during the first two months of the year has been just over $33,000, almost exactly on target to bring in the needed $198,000 for the year. Tax collections and distributions are reliable.

In spending, we are in stable condition, but without a great deal of elbow room. Payroll expenditures are running slightly lower than projections, owing to large amounts of staff illness and delays in filling three professional positions. Utility payments are running just above projected levels. The additional costs of air-conditioning the Main Library Addition for the first time remain to be felt. Spending for books and other library materials is running a little ahead of schedule. At this point in the year, we should have spent about $165,000 for books. We have spent $187,000 to date, so we will have to exercise greater control in this area in the coming months.

We cannot expect an adequate increase in tax revenue for 1982. With an increase in the property tax levy of 4.56%, no likely increase in the intangibles tax on banks and savings institutions, and a likely decline of 5% or more in the motor vehicle excise tax, we will need to increase our miscellaneous revenue by 10% in order to have an overall budget increase of 4%. Since about 80% of our operating budget is derived from the property tax, we cannot expect anything more than token increases in overall operating revenue for 1982.

How will the Library cope with this situation? We are working on it already, by becoming better managers. Since 62% of our operating budget goes for salaries and benefits, we must improve the efficiency of our spending in these areas. We have made some progress. At the end of 1980, we had 204 employees, a full-time equivalent of 175. One year earlier, we had 216 employees, a FTE of 181. This reduction was achieved even though we

added three new positions for the Telecommunication Center and 3.5 positions for additional security guards and parking lot attendants.

We do not have money for all the services we would like to offer to the public, but we can expect to continue to deliver high quality library service at a moderate cost.

ALLEN COUNTY PUBLIC LIBRARY
CARPET BIDS FOR MAIN BRANCH - PHASE II

March 26, 1981

BIDDER'S NAME	BID AMOUNT	Addenda Acknowledged	Experience Record and References	Form 95	Non-collusion Affidavit	Bidder's Bond	Bid Information Form	ADDITIONAL NOTES
CARPETLAND, USA	16,988							
CLARK & MITCHELL								
L. S. AYRES Southtown	20,074							
STRAHM, INC.	18,625							
FORT WAYNE MINORITY CONTRACTOR'S ASSOCIATION (Mack Conrad)								
CARPET DISCOUNT HOUSE								
KLOPFENSTEIN FURNITURE								

ALLEN COUNTY PUBLIC LIBRARY
CARPET BIDS FOR MAIN BRANCH - PHASE II

March 26, 1981

BIDDER'S NAME	BID AMOUNT	Addenda Acknowledged	Experience Record and References	Form 95	Non-collusion Affidavit	Bidder's Bond	Bid Information Form	ADDITIONAL NOTES
CARPETLAND, USA								
CLARK & MITCHELL								
L. S. AYRES Southtown								
STRAHM, INC.								
FORT WAYNE MINORITY CONTRACTOR'S ASSOCIATION (Mack Conrad)								
CARPET DISCOUNT HOUSE								
KLOPFENSTEIN FURNITURE								

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

23 February 1981

To: All Library Board Members

From: The Committee on Compensation, Alan McMahan, Chairman

Re: 1981 Holiday Closings

The Committee on Compensation recommends that the Board adopt the following schedule of holiday closings for 1981.

Thursday, January 1, New Year's Day, closed all day

Friday, April 17, Good Friday, closed 12 noon-3 p.m.

Monday, May 25, Memorial Day, closed all day

Friday, July 3, Independence Day, closed all day

Saturday, July 4, Independence Day, closed all day

Monday, September 7, Labor Day, closed all day

Thursday, November 26, Thanksgiving Day, closed all day

Thursday, December 24, Christmas Eve, closed at 12 noon

Friday, December 25, Christmas Day, closed all day

The Committee also recommends that all Library agencies normally open on Saturdays follow their summer hours, open 9 a.m. to 12 noon, beginning on Saturday, May 23, and continuing through Saturday, September 5.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

20 March 1981

To: All Library Board Members

From: The Study Committee on Legislation
Zohrab K. Tazian, Chairman, Rae Gates, Rick Ashton

Re: Indiana House Bill 1264

We believe that the passage of H.B. 1264 would be helpful to the Allen County Public Library and to the public. The bill would permit public library districts to appeal their property tax rates within limits of a 5¢ increase or 125% of their frozen rates, whichever is less, over a three-year period. The bill does not guarantee additional funds for the Library, but it does provide a method by which the Library could seek a small amount of additional funding. With growing levels of service to the community, rising costs, and constricted revenues, we believe this method is necessary.

We recommend that the Library Board formally record its support of H.B. 1264 in the following resolution:

RESOLVED: The Board of Library Trustees of the Allen County Public Library strongly encourages all members of the Allen County delegation and all other members of the General Assembly to support the passage of H.B. 1264 into law. This legislation will help maintain continued high-quality library service to the public. The ability of the public libraries to seek small additional amounts from the property tax revenue will repay the people of the state many times over, in maintained levels of information service for all.

20 March 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/ema

Re: Use of Library Meeting Rooms

A PROPOSED MEETING ROOM POLICY

Policy. As a service to the community, the Allen County Public Library offers meeting rooms in the Main Library and in some branch libraries. These rooms are available to groups wishing to hold meetings or present programs which serve the community's needs for education, information, entertainment, and cultural enrichment.

Scheduling. Rooms are available on a first-come, first-served basis. Rooms may be reserved in advance. The Library may limit the number or frequency of meetings scheduled by a single group in order to make the rooms available to a larger number of groups.

Charges. Rooms will normally be available free of charge. The Library may impose charges when necessary to cover extra security and custodial costs.

Admission Fees. Groups may charge admission to a meeting or a program for the purpose of defraying the costs of the meeting or program.

Exclusions. Because the Library is a public facility supported by the entire community, reservations for certain types of meetings and programs will not be accepted. These include partisan political campaign events, religious services or evangelism meetings, and meetings held for commercial purposes.

Alcoholic Beverages. No alcoholic beverages are permitted in any Library meeting room.

Administration of Policy. The Director of the Library is responsible for the administration of this policy.

20 March 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/cmo

Re: Foundation and Friends

The Library needs more money and more sources of money to maintain and improve its service to the community. It is unreasonable to expect that the local property tax, state aid, or federal aid will provide the amounts needed to cover the gap between expanding library use and growing costs, on the one hand, and shrinking or static revenue, on the other.

Therefore I propose that the Library begin, in a modest way, to seek additional funds from non-tax sources. These funds might take the form of gifts, grants, or bequests. They might be the results of volunteer fund-raising activities. A foundation would be the appropriate means through which to seek gifts, grants, and bequests, while a friends group would provide organization and support for volunteer fund-raising efforts.

I request that the Board authorize the Director and the Library's Attorney to investigate the formation of a foundation and a friends group and make specific recommendations to the Board.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

March 26, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

FEBRUARY 1981

Main Library Fines		2,025.12
Georgetown Branch Library	739.73	
Hessen Cassel Branch	313.18	
Little Turtle Branch	209.70	
Pontiac Branch	3.30	
Shawnee Branch	327.87	
Tecumseh Branch	130.55	
Waynedale Branch	237.04	
Monroeville Branch	21.00	
New Haven Branch	83.30	
Woodburn Branch	34.70	
Bookmobile #2	40.00	
Bookmobile #4	22.99	
Bookmobile #5	25.00	
Bookmobile #7	12.00	2,200.36
Art & Recordings		213.85
Rent (Annex - Hunter)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts (Light)		1,000.00
Parking Lot Receipts (Harrison & Washington)		4,054.40
Copier Receipts		5,048.60
Paper Bag Receipts		68.00
Subscription Fees		160.00
Tom's Snack Foods Commission		12.85
Telephone Pay Station Commission		10.09
Reserve Postals		20.15
Books		217.02
Pamphlets		132.26
		$16,582.70

APPROVED
Nell J. Hilton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

March 26, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES FEBRUARY 16 - MARCH 15, 1981

Feb.	17	Postage	212	4.65
	18	Postage	212	7.24
		Postage	212	6.79
	19	Postage	212	2.53
	20	Postage	212	3.21
	23	Postage	212	13.43
	24	Keys	322	4.78
		Postage	212	9.46
	25	Postage	212	1.51
	26	Book	732	4.00
		Postage	212	7.28
	27	Postage	212	3.47
Mar.	2	Postage	212	14.06
	3	Postage	212	.71
	4	Postage	212	.47
	5	Postage	212	1.11
	6	Postage	212	1.02
	9	Postage	212	3.39
	10	Postage	212	1.01
	11	Postage	212	.45
	12	Postage	212	4.95
	13	Book	732	12.91
		Postage	212	.33
				$108.76

APPROVED
Rick J. Ashton
DIRECTOR

PUBLIC LIBRARY OF FORT WAYNE AND ALLEN COUNTY, INDIANA

PHONOGRAPH RECORD ROOM FUND

Public Library Bills March 26, 1981

Brodart, Inc.	Cassettes	251.76
DAK Industries Inc.	Cassettes	97.72
Metropolitan Opera Guild	Cassettes	92.16
		$441.64

J R Mather

Mary M. Kellogg

Gabriel K. Tasem

Susan Pearman

Rae Potter

APPROVED

Bill T. Ashton

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills March 26, 1981

Jankowski Associates, Architects	Display Plans/Directory and Second Floor Planning, Phase 2	$1,229.15
Carpetland USA	Balance due on Contract #137057	2,743.53
McKay Electric Company, Inc.	Electrical work - remodel on moving	2,720.43
Thalner Electronic Lab., Inc.	Equipment and material	14,559.00
		$21,252.11

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills March 26, 1981

Baker & Taylor Company	Books for Hessen Cassel	$14.32

J R Mather

Mary M. Rockinger

Gerald K. Tyson

Eileen Seaman

Ron Hite

APPROVED

Paul J. Fritz

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills March 26, 1981

Baker & Taylor Company	Books	$5,156.85

J P Mather

Mary M. Kaelinger

Robert K. Thomas

Susan Foreman

Rae Tate

APPROVED

Rick I. Ashton

DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

20 April 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton

Re: Board Meeting, Thursday, 23 April 1981

The Board of Library Trustees of the Allen County Public Library will meet in the Board Room of the Main Library at 3:00 p.m. on Thursday, 23 April 1981. The following enclosures will help you prepare for that meeting.

1. Agenda.

2. Minutes of the 26 March 1981 Board meeting.

3. A Planning Timetable for a Five Year Plan for the Allen County Public Library.

4. A Plan of Action for the Georgetown Branch Library Building.

5. A memorandum concerning the abolition of phonograph record deposits.

6. Bills and other financial reports.

7. Spotlite on Fort Wayne.

8. Openers

I look forward to seeing you on Thursday.

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Agenda
Thursday, April 23, 1981, 3:00 p.m.
Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the Agenda.

2. Approval of the Minutes of the March 26, 1981, meeting.

3. Public hearing on proposed Additional Appropriation of $11,620 from Library Services and Construction Act Funds for the purchase of books and other library materials.

4. Adoption of the Additional Appropriation Resolution.

5. Report of the Director.
   a. Legislation
   b. Save the Atlanta Children Fund telethon
   c. Indiana Library Association/Indiana Library Trustee Association District III meeting
   d. Other

6. Adoption of a Planning Timetable for a Five Year Plan for the Allen County Public Library.

7. Adoption of a plan of action for the Georgetown Branch Library building.

8. Adoption of a resolution abolishing phonograph record deposits.

9. Approval of an application for State Funds.

10. Approval of the following salaried appointment:
    Steven Kughler, Genealogy Page, $6,968.

11. Approval of payment of the following bills:

Operating Fund	$108,414.60
PERF - OASI Division	10,137.42
Public Employees' Retirement Fund	9,916.95
Indiana & Michigan Electric Co.	7,972.71
Indiana Employment Security Division	336.00
Allen County Treasurer	13.22
Blue Cross Hospital Service	4,747.20
Indiana Library Association	195.00
Phonograph Record Room Fund	589.98
Gift Fund	97.50
Library Building and Equipment Fund	3,278.17

12. Other business.

13. Adjournment.

Following adjournment: A demonstration of the Indiana Information Retrieval System by the Business and Technology staff.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

APRIL 23, 1981

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana at 3:00 p.m. on April 23, 1981. Members present: Mr. George R. Mather, Mrs. Mary Koehlinger, Mrs. Rae Gates, Mr. Alan McMahan, and Mr. Zohrab Tazian. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.

2. Approval of the minutes of the March 26, 1981 meeting. The minutes were approved with the inclusion of the Meeting Room Policy and Resolution to advertise for an Additional Appropriation.

3. Public hearing on proposed Additional Appropriation of $11,620 from Library Services and Construction Act Fund for the purchase of books and other library materials. Mr. Mather opened the public hearing. No persons came forward to speak on the proposed appropriation. Mr. Mather closed the public hearing.

4. Adoption of the Additional Appropriation Resolution. The Board adopted the Additional Appropriation Resolution:

> WHEREAS, it has been determined that it is now necessary to appropriate money: now, therefore:
>
> 1. Be it resolved by the Board of Library Trustees of the Allen County Public Library, Fort Wayne, Allen County, Indiana, that for the expenses of said municipal corporation the following additional sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purpose herein specified, subject to the laws governing the same:

Fund	Amount Requested	Amount Appropriated
Library Services and Construction Act Reciprocal Borrowing		
Books and Other Library Material	$11,620.00	$11,620.00

5. Report of the Director. Dr. Ashton reported on the following matters:

a. Legislation. House Bill 1264 allowing public libraries to appeal their levies was not reported out of the Senate Finance Committee.

b. Save the Atlanta Children Fund telethon. The telethon April 4 was successful, raising over $9,000.

c. Indiana Library Association/Indiana Library Trustee Association District III meeting. Meeting was held April 14 at Hartford City. Mrs. Beaman was on the panel to discuss School and Public Library Cooperation. A debate on First Amendment Freedom and Censorship between the State Chairman and National Secretary of Moral Majority and the President of the Indiana Civil Liberties Union was the chief item on the program.

6. Adoption of a Planning Timetable for a Five Year Plan for the Allen County Public Library. The Board approved the Planning Timetable:

28 May	Staff presentation and Board discussion of major issues
25 June	Staff presentation and Board adoption of a detailed draft plan
July - August	Dissemination and public comment on draft plan
24 September	Board and Staff response to public comment and adoption of revised plan
22 October	Publication of revised plan
January 1982	Implementation of plan begins.

7. Adoption of a plan of action for the Georgetown Branch Library Building. Mr. Mather appointed Mr. Tazian chairman of a committee to seek a solution to the Georgetown Branch Library building problem. Mr. Tazian's charge included authority to draw on any experts he believes necessary, including the Library's Consulting Engineer, the Library's Attorney, the Library staff, and other knowledgeable persons. The Board approved the appointment of Mr.

Tazian as chairman of the committee and Dr. Ashton as ex officio member of the committee.

8. Adoption of a resolution abolishing phonograph record deposits. The Board adopted the following:

> RESOLVED that the deposits for the borrowing of phonograph records be discontinued, that limits be removed on the number of records a borrower may check out, and that existing deposits be refunded to the depositors.

The Board also requested a staff report on losses and fines relating to audio-visual materials and a plan for use of deposits voluntarily donated to the Library.

9. Approval of an application for State Funds. The Board approved the attached application, which is made a part of these Minutes.

10. Approval of the following salaried appointment:

> Steven Kughler, Genealogy Page, $6,968.

The Board approved the appointment.

11. Approval of payment of the following bills:

Operating Fund	$108,414.60
PERF - OASI Division	10,137.42
Public Employees' Retirement Fund	9,916.95
Indiana & Michigan Electric Co.	7,972.71
Indiana Employment Security Division	336.00
Allen County Treasurer	13.22
Blue Cross Hospital Service	4,747.20
Indiana Library Association	195.00
Phonograph Record Room Fund	589.98
Gift Fund	97.50
Library Building and Equipment Fund	3,278.17

The Board approved payment of the bills as submitted.

12. Other business. None.

13. Adjournment. The Board adjourned.

Following adjournment: Mr. Charles Eckman attempted to present a demonstration of the Indiana Information Retrieval System, but technical difficulties forced a postponement of the demonstration.

Public Library Application for State Funds

To: State Board of Tax Commissioners

The Allen County Public Library Public Library
(legal name of library)

900 Webster Street, Fort Wayne, Indiana 46802
(address of library)

does hereby apply for the distribution of state funds to public libraries.

Amount of current operating budget $ 3,817,000.00

Converted to Public Library Law of 1947 yes (yes or no)

or

Adopted provisions of Public Library Law of 1947 yes (yes or no)

Provides free library cards for all county residents yes (yes or no)

Provides library cards for a fee for all county residents no (yes or no)

Signed by:

(MUST BE SIGNED BY MAJORITY OF LIBRARY BOARD MEMBERS)

Please return completed application by May 1, 1981, to State Board of Tax Commissioners, 201 State Office Building, Indianapolis, Indiana 46204.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

20 April 1981

To: All Library Board Members

From: Rick Ashton

Re: A Plan of Action for the Georgetown Branch Library building.

The Georgetown Branch Library building has had a leaky roof, resulting in much interior damage, since its opening in 1972. Several ineffective attempts have been made to correct the situation, without success.

The most recent attempt occurred in 1979, when the Fort Wayne Public Library Board and administration pursued the matter in conjunction with Archonics, Inc., architects for the building. In addition to much fruitless discussion of liability, the effort produced a jointly-financed repair project. The minutes of the 25 June, 1979 Board meeting show an agreement for Archonics to pay approximately $1,800 for installation of neoprene materials in certain areas of the roof and for the Library to bear the costs of modications to the building gutters and interior restoration of ceilings, electrical fixtures, windowsills, plaster, paint, and carpet. The exterior roof repairs were to be done by C. Miller and Sons, roofing contractors, under the supervision of Carl L. Bradley of Archonics.

Before the agreed-upon repairs had begun, the City-County Minimum Housing Department entered into the situation. In a letter to Robert H. Vegeler dated 27 August 1979, John A. Holt, Director of Minimum Housing, threatened to order the building vacated and closed if significant repairs had not been accomplished within thirty days.

At the 27 August, 1979 Fort Wayne Public Library Board meeting, a motion made by Mr. Mather, seconded by Mr. Frazier, carried unanimously, that "the administration and engineer make an inspection as to the safety of Georgetown Branch, bring to the board a report and recommendation for repairs and financing of repairs, and that the administration make public statement to the media of the continuing struggle with the architect and contractor."

The Library's consulting engineer, C. David Coil, inspected the building on 28 August and issued a report on 29 August, in which he stated that the deterioration of plaster and plaster board in interior walls and ceilings presented no threat to the structure or its users, as the building is supported by a steel structure, not by load-bearing walls. This report, along with the Library's indication that exterior repairs had already been ordered, satisfied the Minimum Housing Department.

On 29 August, 1979 Mr. Vegeler wrote to Mr. Bradley, outlining the steps which had been taken, including "Mr. Coil's professional opinion that the building will not be watertight until it has a new roof." He informed Mr. Bradley that a committee chaired by Board President Helen Knoblauch and including himself and Assistant Director Rick Ashton would pursue the matter of the legal and financial responsibility for the necessary repairs. He further stated to Mr. Bradley that "None of these actions implies any change of Library policy concerning the current exterior roof repair project which you have agreed to undertake. The Library Board and Library administration expect you to begin and complete this project promptly. We expect to give the work sufficient time to prove its worth before doing any interior work and before deciding whether any further action is necessary. By agreeing to the program of action you proposed on June 25, the Library Board did not waive any rights concerning possible litigation."

Mr. Vegeler's letter also requested from Mr. Bradley a written schedule for the completion of the agreed-upon repairs. No schedule was forthcoming, but Library financial records indicate that the work was completed by C. Miller and Sons on 11 October, 1979. The Library paid $4,461.50 as its share of the project.

No interior repairs were undertaken because of the Library's uncertainty about the efficacy of the roof repairs.

After a trial of eighteen months, it is apparent that the repairs done in 1979 are not the solution. The Georgetown Branch Library building roof is leaking badly. Interior damage is increasing, with continued inconvenience and offense to the public. I recommend that the Board direct Mr. Coil to prepare specifications and cost estimates for the replacement of the Georgetown Branch Library building roof and that the President of the Board appoint a committee to examine methods of financing the replacement of the roof and the restoration of the interior of the building.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

20 April 1981

To: All Library Board Members

From: Rick Ashton

Re: Abolition of phonograph record deposits

When the Fort Wayne Public Library began lending phonograph records to the public in January, 1948, the handling of materials other than books was a new venture for public libraries. The 78 rpm records being lent were relatively fragile and expensive. The equipment used to play the records often damaged them. Therefore, anticipating a high rate of loss and damage, the Library created a deposit system whereby borrowers made a $5 deposit for a phonograph record borrowing card, under which two records could be borrowed at a time. Charges for lost or damaged records were assessed against this deposit, which was refundable whenever the borrower wished to relinquish the phonograph record borrowing card.

The system developed in 1948 is still in use. Changes in recording and manufacturing technology, developments in playback equipment, and relative declines in prices for phonograph records have not affected the operation of the system. Meanwhile, the Library has branched into the lending of more expensive and fragile audiovisual items such as 8 and 16mm films, audiotape cassettes, videotape cassettes, without charging any deposit. The anomalous deposit system for phonograph records consumes large amounts of staff time and inhibits public use of the phonograph record collection.

I recommend that the collecting of deposits for the borrowing of phonograph records be discontinued, that limits be removed on the number of records a borrower may check out, and that existing deposits be refunded to the depositors.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

20 April 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton

Re: A Planning Timetable for a Five Year Plan for the Allen County Public Library

Various efforts to plan the future direction of the Allen County Public Library have been carried on since early 1980. These efforts have now reached sufficient maturity to enable us to set a specific timetable for the completion and publication of a Five Year Plan for the Allen County Public Library. I propose that the following timetable guide the Board of Library Trustees in the review and adoption of a plan.

28 May	Staff presentation and Board discussion of major issues
25 June	Staff presentation and Board adoption of a detailed draft plan
July - August	Dissemination and public comment on draft plan
24 September	Board and Staff response to public comment and adoption of revised plan
22 October	Publication of revised plan
January 1982	Implementation of plan begins.

Public Library Application for State Funds

To: State Board of Tax Commissioners

The Allen County Public Library Public Library
(legal name of library)

900 Webster Street, Fort Wayne, Indiana 46802
(address of library)

does hereby apply for the distribution of state funds to public libraries.

Amount of current operating budget $ 3,817,000.00

Converted to Public Library Law of 1947 yes (yes or no)

or

Adopted provisions of Public Library Law of 1947 yes (yes or no)

Provides free library cards for all county residents yes (yes or no)

Provides library cards for a fee for all county residents no (yes or no)

Signed by:

(MUST BE SIGNED BY MAJORITY OF LIBRARY BOARD MEMBERS)

Please return completed application by May 1, 1981, to State Board of Tax Commissioners, 201 State Office Building, Indianapolis, Indiana 46204.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

April 23, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

MARCH 1981

Main Library Fines		$2,514.73
Georgetown Branch Library	897.12	
Hessen Cassel Branch	391.33	
Little Turtle Branch	305.73	
Pontiac Branch	18.76	
Shawnee Branch	368.52	
Tecumseh Branch	219.20	
Waynedale Branch	213.65	
Harlan Branch	30.00	
Monroeville Branch	15.00	
New Haven Branch	89.15	
Woodburn Branch	20.50	
Bookmobile #1	10.95	
Bookmobile #2	40.00	
Bookmobile #5	25.05	
Bookmobile #7	12.00	2,656.96
Art, Music, Audio-Visual		342.55
Rent (Annex - Hunter)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts (Light)		2,072.91
Parking Lot Receipts (Harrison & Washington)		3,865.94
Copier Receipts		5,611.42
Tom's Snack Foods Commission		19.85
Telephone Pay Station Commission		49.06
Subscription Fees		220.00
Reserve Postals		16.00
Books		166.94
Pamphlets		47.25
		$19,003.61

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

April 23, 1981

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES MARCH 16 - APRIL 13, 1981

Mar.	16	Postage	212	.97
	17	Postage	212	1.53
	19	Postage	212	2.20
	20	Postage	212	.71
	24	Postage	212	1.32
	25	Postage	212	1.27
	26	Postage	212	3.27
		Librarians expense (Muncie)	214	19.39
	27	Postage	212	1.58
	30	Librarians expense (Muncie)	214	2.08
		Postage	212	1.69
	31	Postage	212	.42
Apr.	1	Postage	212	.58
	3	Postage	212	6.30
	6	Postage	212	1.20
	7	Postage	212	1.04
	8	Postage	212	.37
	9	Postage	212	1.39
		Bolts & washers	242	.62
	10	Postage	212	.84
	13	Postage	212	2.52
				$51.29

APPROVED
Rick J. Ashton
DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills April 23, 1981

Jankowski Associates, Architects	For the preparation of Specifications and services through the Bidding Phase of Carpet II and reimbursables	435.09
Color Shop, Inc.	Double sided banners	2,751.24
Fort Wayne Newspapers, Inc.	Publication of Legal Notice	41.84
Thalner Electronic Lab., Inc.	Button pass switcher	50.00
		$3,278.17

J R Mather

Gabriel K Tayen

Mary Kiehlinger

Dean McMahan

Rae Sater

APPROVED

Earle J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

PHONOGRAPH RECORD ROOM FUND

Public Library Bills April 23, 1981

Audio Buff Co. Inc.	Records	$173.69
Brodart, Inc.	Records and cassettes	272.49
Orange Cherry Media	Cassettes	143.80
		$589.98

G R Mather

Gelub K Tassing

Mary Kastenger

Dean Mae Nelson

Rae Yates

APPROVED

Kim J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills April 23, 1981

Baker & Taylor Company	Books for Hessen Cassel	$77.50
Boxberger's Inc.	Cassettes for Tecumseh	20.00
		$97.50

C R Mather

Gabriel H Taylor

Mary Kaufman

Jean McMahan

Rae Yates

APPROVED

Lucille J. Ashton

DIRECTOR

22 May 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/ea

Re: 28 May 1981 Board Meeting

PLEASE NOTE CHANGE OF LOCATION: The Board will meet at 3:00 p.m. on Thursday, 28 May 1981, in the meeting room of the Georgetown Branch Library, 6600 East State Blvd., Fort Wayne, Indiana 46815.

The enclosed materials will help you prepare for the meeting.

1. Agenda.
2. Minutes of the 23 April 1981 Board meeting.
3. A report on the Friends of the Allen County Public Library.
4. A proposed timetable for the adoption of the 1982 Operating Budget.
5. A proposed resolution authorizing the execution of a warranty deed to Poagston Arms, Inc., conveying the Library Annex property.
6. Report and recommendation concerning deposits and other fees for use of expensive audio-visual materials and equipment.
7. A proposed resolution creating a Recordings Endowment Fund.
8. A memorandum, Major Issues before the Allen County Public Library.
9. Bills and other financial reports.

I look forward to seeing you at Georgetown next Thursday.

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Agenda
28 May 1981 Board Meeting, 3:00 p.m.
Georgetown Branch Library Meeting Room, 6600 East State Blvd., Fort Wayne, Indiana 46815

1. Adoption of the Agenda.

2. Approval of the Minutes of the 23 April 1981 Board Meeting.

3. Report on Georgetown Branch Library roof investigation. Mr. Tazian.

4. Report of the Director:
   a. The Friends of the Allen County Public Library
   b. Summer Reading Program preparations
   c. Library logo
   d. Other

5. Approval of a timetable for adoption of the 1982 Operating Budget.

6. Adoption of a resolution authorizing the execution of a warranty deed to Poagston Arms, Inc., conveying the Library Annex property.

7. Adoption of a report and recommendation concerning deposits and other fees for use of expensive audio-visual materials and equipment.

8. Adoption of a resolution creating a Recordings Endowment Fund.

9. Presentation and discussion of a report on major issues before the Allen County Public Library.

10. Approval of the following salaried appointments:
    Sheldon Kaye, manager of Branches and Bookmobiles, $24,000
    Angela Palacios, housekeeping supervisor, $14,000
    Pamela Bieri, Telecommunication manager, $16,500
    Phillip Moser, courier, $8,600

11. Approval of payment of the following bills:

Operating Fund	$120,253.41
Library Building & Equipment Fund	3,495.60
Phonograph Record Room Fund	1,337.26
U.S. Postal Service	190.00
PERF - OASI Division	10,087.31
The Bleifeld Group	1,000.00
Lincoln National Life Insurance Co.	2,119.09
Indiana & Michigan Electric Co.	8,038.64
Indiana Employment Security Div.	420.00
Alexander & Alexander, Inc.	456.96

12. Other Business.

13. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

28 May 1981

The Board met in regular session at the Georgetown Branch Library, 6600 East State Boulevard, Fort Wayne, Indiana at 3:00 p.m. on 28 May, 1981. All members were present. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 23 April 1981 Board meeting. The Board approved the Minutes as circulated.
3. Report on Georgetown Branch Library roof investigation. Mr. Tazian reported that he had consulted with several sources of information and expertise, but that he had no final recommendation to make at this time. The Board empowered Mr. Tazian to seek bids for the repair of the Georgetown Branch Library roof when appropriate.
4. Report of the Director. Dr. Ashton reported on the following matters:
   a. The Friends of the Allen County Public Library. The new Friends group has planned several major activities, including a membership drive to be initiated with a news conference on 12 June, assistance with publicity for the Library during the Three Rivers Festival, a program meeting in September, and a book sale in October. In response to this report the Board adopted the following resolution:

      RESOLVED that the Board of Library Trustees of the Allen County Public Library looks with great pleasure on the formation of the Friends of the Allen County Public Library. This Board extends its encouragement and active support to the efforts of the Friends of the Library to assist the Allen County Public Library in serving the public.

   b. Summer Reading Program preparations. The Library will participate in

the statewide theme program focusing on hot air ballooning, Float Free -- READ. At the end of the eight-week program, 100 children who have participated will win rides in a tethered hot air balloon ascent to be held in Franke Park on Saturday, 8 August.

c. Library logo. Dr. Ashton exhibited the new Library logo, explained that it would be publicly introduced on 12 June, and indicated that it will be used on the Library's float in the Three Rivers Festival parade.

5. Approval of a timetable for adoption of the 1982 Operating Budget. The Board approved the following timetable:

25 June	Regular Board Meeting. Presentation of initial budget proposal.
June - July	Board of committee work sessions as needed to review and revise initial proposal.
23 July	Regular Board Meeting. Adoption of a resolution to advertise budget and tax rate.
28 July	First advertisement.
4 August	Second advertisement.
20 August	Public Hearing on the Budget. The law requires that this be held seven days in advance of the meeting at which the budget is adopted.
27 August	Regular Board Meeting. Adoption of budget and tax rate.
September	Review by County Tax Adjustment Board.
1 October	Deadline for filing of appeals to the State Board of Tax Commissioners.
November - December	Review and approval by the State Board of Tax Commissioners.

6. Adoption of a resolution authorizing the execution of a warranty deed to H.T.I., Assignee of Poagston Arms, Inc., conveying the Library Annex property. The Board adopted the resolution, which is attached to and

made a part of these Minutes.

7. Adoption of a report and recommendation concerning deposits and other fees for use of expensive audio-visual materials and equipment. The Board resolved to establish the following system of fines for 16mm films, video cassettes, audio-visual equipment items, and portable video equipment: $1 per hour for film or cassette and $3 per hour per piece of equipment.

8. Adoption of a resolution creating a Recordings Endowment Fund. The Board adopted the following resolution:

> RESOLVED, The Board of Library Trustees of the Allen County Public Library hereby creates a Recordings Endowment Fund. The Recordings Endowment Fund shall be a gift fund, in which all gifts specified for this purpose shall be placed. The principal of the fund shall be invested and shall remain intact. Income for the investment of the principal shall be spent for the purchase of phonograph records and other recordings for public use. It is the pleasure of the Board that the Treasurer of the Allen County Public Library Board invest these funds.

The Board also resolved that Phonograph Record Room deposits not claimed by a certain date (to be set by Library staff) become a part of the Recordings Endowment Fund.

9. Presentation and discussion of a report on major issues before the Allen County Public Library. The discussion considered the issues of goals, community needs, measurement, technological change, and finance.

10. Approval of the following salaried appointments:

> Sheldon Kaye, manager of Branches and Bookmobiles, $24,000
> Angela Palacios, housekeeping supervisor, $14,000
> Pamela Bieri, Telecommunication manager, $16,500
> Phillip Moser, courier, $8,600

The Board approved the appointments.

11. Approval of payment of the following bills:

Operating Fund	$120,253.41
Library Building & Equipment Fund	3,495.60
Phonograph Record Room Fund	1,337.26
U.S. Postal Service	190.00
PERF - OASI Division	10,087.31

The Bleifeld Group	1,000.00
Lincoln National Life Insurance Co.	2,119.09
Indiana & Michigan Electric Co.	8,038.64
Indiana Employment Security Division	420.00
Alexander & Alexander, Inc.	456.96

The Board approved payment of the bills as submitted.

12. Other Business. None.

13. Adjournment. The Board adjourned.

Following adjournment Mr. Tazian led the Board members on a tour of the Georgetown Branch Library building.

The Friends of the Allen County Public Library
Initial Meeting
4 May 1981
7:30 p.m., Board Room, Main Library

1. Persons present: Philip G. Schairbaum, Ethyle Block, Carol VerWiebe, Audrey Sharpe, Celia Fay, Richard Phillips Jr., Judy Burroff, Linn Bartling. Staff: Rick Ashton, Director, Allen County Public Library; Gail Milne, Public Information Specialist, Allen County Public Library.

2. Philip Schairbaum called the meeting to order. All persons present introduced themselves. Rick Ashton discussed the roles Friends groups play in supporting libraries in the areas of public relations, fundraising, volunteerism, legislative action, and programming.

3. After general discussion the group resolved to form an organization called the Friends of the Allen County Public Library and to undertake the development of by-laws, the setting of goals for the organization, and the recruitment of members.

4. The Friends adopted the following statement of purpose:

> The Friends of the Allen County Public Library are a non-profit, educational group of citizens in the community who have a common concern for their library's active expansion and participation in community life. They have a conviction that good library service is important to everyone.

5. The Friends unanimously elected Philip Schairbaum as chairman of the organization.

6. The Friends agreed to meet on Monday, May 11, at 7:30 p.m. in the Board Room of the Main Library to consider by-laws to be presented by Judy Burroff.

7. The meeting was adjourned at 9:05 p.m.

Respectfully,

Rick J. Ashton

Rick J. Ashton
Secretary pro tem

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

MINUTES
The Friends of the Allen County Public Library
Second Meeting
11 May 1981
7:30 p.m., Board Room, Main Library

1. Persons present: Philip G. Schairbaum, Audrey Sharpe, Celia Fay, Carol VerWiebe, Sylvia Neely, Linn Bartling, Judy Burroff. Staff: Rick Ashton, Gail Milne. Philip Schairbaum presided.

2. The Friends approved the minutes of the 4 May 1981 meeting as circulated.

3. The Friends unanimously elected Carol VerWiebe as secretary and Linn Bartling as treasurer of the organization.

4. The Friends discussed but did not adopt a statement of goals for the organization.

5. The Friends agreed to undertake a membership drive with the following elements:

A. Kick-off to coincide with the introduction of the new Library logo on Friday, 12 June 1981 at 3 p.m.
B. Distribution of an appropriate card for solicitation of members through Allen County Public Library public service outlets on an on-going basis.
C. Distribution of membership cards and bumper stickers to new members.
D. Sale of memberships and promotional T-shirts at a booth during the Three Rivers Festival in July.
E. Assistance to Library staff and volunteers in design and construction of a Library and Friends float for the Three Rivers Festival parade.

6. The Friends approved preliminary designs for the forms to be used in the membership campaign. Designs of these forms are attached to the minutes. Rick Ashton, Gail Milne and Carol VerWiebe agreed to investigate sources of supplies and costs for printed promotional materials. Rick Ashton agreed to raise necessary working capital in the community.

7. The Friends discussed the proposed by-laws as presented by Judy Burroff. No action was taken. Further discussion was scheduled for the next meeting of the Friends, to be held on Wednesday, 20 May 1981, at 7:30 p.m. in the board room of the Main Library.

8. The meeting was adjourned at 9:35 p.m.

Respectfully,

Carol G. VerWiebe

Carol G. VerWiebe
Secretary

22 May 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/ca

Re: A Report on the Friends of the Allen County Public Library

After initial discussions among several interested persons, the Friends of the Allen County Public Library have rapidly organized and begun to function. Three meetings have been held on 4 May, 11 May, and 20 May. Several important organizational steps have occurred.

1. The Friends have adopted the following statement of purpose:
   The Friends of the Allen County Public Library are a non-profit, educational group of citizens in the community who have a common concern for their library's active expansion and participation in community life. They have a conviction that good library service is important to everyone.

2. The Friends have discussed but not made specific commitments on organizational goals relating to public relations, fundraising, volunteer efforts, legislative action, and programming.

3. The Friends have drafted and revised by-laws for their organization and expect to adopt them in June.

4. The Friends have elected Philip Schairbaum as president, Carol Ver Wiebe as secretary, and Linn Bartling as treasurer of the organization. The Friends have opened a bank account. The Friends have committed themselves to a membership drive to begin on 12 June 1981, to a program meeting in September 1981, and to a large book sale on 1, 2, and 3 October 1981. The Friends have made a commitment to assist the Allen County Public Library with promotional activities during the Three Rivers Festival in July.

5. In addition to the three elected officers, several people have been active in this organizational effort: Audrey Sharpe, Celia Fay, Richard Phillips Jr., Judy Burroff, Sylvia Neely, Ethyle Block, Richard Ver Wiebe, and Pauline Stickell. Staff assistance has been provided by Rick Ashton and Gail Milne, public information specialist for the Allen County Public Library.

This enthusiastic beginning is an indication of strong community support for the Library. An active Friends of the Library group will provide important help to the Board of Library Trustees and the Library staff in serving the needs of the community.

The Friends of the Allen County Public Library

With apologies to the artist!

To be reduced 10% prior to addition of title

I recognize the value of excellence in library services and want to be a Friend of the Allen County Public Library!

Name_____ Phone_____

Address_____ city_____ zip_____

___ $1. Junior (to 14 years)
___ $5. Individual
___ $10. Family
___ $10. Organization

___ $25 Contributing
___ $100 Sustaining
___ $500 Benefactor
___ $1000 Patron

Make checks payable to: The Friends of the Library

Mail to: The Friends of the Allen County Public Library
900 Webster Street
Box 2270
Ft. Wayne, In. 46802

contributions are tax deductible

I would like to be an active member of The Friends of the Allen County Public Library! Call me to help

___ build a float for the Three Rivers Festival
___ man a booth at the Three Rivers Festival
___ help with a GIANT Booksale in the fall
___ conduct tours of the library

Name_____

Address_____

City_____ Zip_____

Phone_____

THE FRIENDS OF THE ALLEN COUNTY PUBLIC LIBRARY are organizing

A FRIEND IS SOMEONE LIKE YOU!

BE A FRIEND OF THE LIBRARY

- to spread the word about our library (Many good words apply!)
- to help with special projects (Our library can offer many services, activities, and events, with help from our Friends!)
- to support and safeguard adequate income for our library (Inflation is a problem for everyone!)
- to encourage donations, gifts and bequests which will enhance our library's resources (We have an outstanding library today. Let's insure its future development!)

BEN HEYEND OF THE FUBUNGA
SOMEONE LIKE YOU
A FRIEND IS

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

22 May 1981

To: All Library Board Members

From: Rick Ashton

Re: Proposed Timetable for the Adoption of the 1982 Operating Budget

25 June	Regular Board Meeting. Presentation of initial budget proposal.
June - July	Board of committee work sessions as needed to review and revise initial proposal.
23 July	Regular Board Meeting Adoption of a resolution to advertise budget and tax rate.
28 July	First advertisement.
4 August	Second advertisement.
20 August	Public Hearing on the Budget. The law requires that this be held seven days in advance of the meeting at which the budget is adopted.
27 August	Regular Board Meeting. Adoption of budget and tax rate.
September	Review by County Tax Adjustment Board.
1 October	Deadline for filing of appeals to the State Board of Tax Commissioners.
November - December	Review and approval by the State Board of Tax Commissioners.

22 May 1981

To: All Library Board Members

From: Rick Ashton

Re: Resolution authorizing the execution of a warranty deed to Poagston Arms, Inc., conveying the Library Annex property

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

Rae Gates, being first duly sworn, says:

That she is the duly elected Secretary of the Board of Trustees of Allen County Public Library, an Indiana municipal corporation; that the following resolution was duly adopted at a regular meeting of the Board of Trustees of said corporation held on May 28, 1981, 1981, and has not since been revoked, to-wit:

WHEREAS, a Resolution dated September 23, 1974, duly adopted by the Board of Trustees of the Fort Wayne Public Library (now Allen County Public Library), an Indiana municipal corporation (herein "Library"), authorized the sale of the real estate described in Exhibit "A" attached hereto and made a part hereof, (commonly known as the Library Annex or Hollywood Building), to Poagston Arms, Inc. on conditional sale contract for the sum of One Hundred Ten Thousand Dollars ($110,000.00); and

WHEREAS, the Library and Poagston Arms, Inc., as seller and buyer respectively, on November 4, 1974, executed that certain instrument designated "Contract for Conditional Sale of Real Estate"; and

WHEREAS, Poagston Arms, Inc. assigned such contract to HTI/Washington Properties, a general partnership;

WHEREAS, HTI/Washington Properties has fully complied with all of the terms and conditions of such contract, including payment of the purchase price and all interest due thereon in full, and is entitled to receive from the Library a warranty deed conveying to HTI/Washington Properties the real estate described in Exhibit "A".

NOW, THEREFORE, be it resolved:

That the President or Vice President of the Board of Trustees of Allen County Public Library, an Indiana municipal corporation, be, and they hereby are, on behalf of the Allen County Public Library, authorized to execute and deliver to HTI/Washington Properties a warranty deed conveying to HTI/Washington Properties the real estate described in Exhibit "A" attached hereto, which deed shall be attested by the Secretary of such Board.

Rae Gates

(Rae Gates)

Subscribed and sworn to before me, a Notary Public, this 28th day of May, 1981.

Jacqueline June Belschner
Jacqueline June Belschner
Notary Public

My commission expires:

May 11, 1984

Resident, Allen County, Indiana.

This instrument prepared by Frederick A. Beckman, Lawyer.

EXHIBIT "A"

Lot Number nine (9), Block number Twenty-five (25), Ewing's Addition to the City of Fort Wayne, Allen County, in the State of Indiana, together with:

Lot Number ten (10), Block number Twenty-five (25), Ewing's Addition to the City of Fort Wayne, Allen County, in the State of Indiana, together with:

The West 45 feet of the South 100 feet of Lot Number Eleven (11) in Block 25 in Ewing's Addition to the City of Fort Wayne, together with:

Lot Number 3, Block No. 25, in Ewing's Addition, except therefrom the East 4 feet and the West 11 feet thereof, in the City of Fort Wayne, Allen County, Indiana, together with:

The East 25 feet of Lot Number 4, and the West 11 feet of Lot Number 3, in Block 25, Ewing's Addition to the City of Fort Wayne, Allen County, Indiana, together with:

The West 30 feet of Lot Number 4, and the East 20 feet of Lot Number 5 in Block 25, Ewing's Addition to the City of Fort Wayne, Allen County, Indiana, together with:

Lot 134 in Rockhill's Addition East of the East line of Lot Number 6 Block 25 of Ewing's Addition extended North; and Lot Number 5 Block Number 25 Ewing's Addition except the East 20 feet thereof in the City of Fort Wayne, Allen County, Indiana.

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

Rae Gates, being first duly sworn, says:

That she is the duly elected Secretary of the Board of Trustees of Allen County Public Library, an Indiana municipal corporation; that the following resolution was duly adopted at a regular meeting of the Board of Trustees of said corporation held on May 28, 1981, 1981, and has not since been revoked, to-wit:

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THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

13 May 1981

REPORT

To: All Library Board Members

From: Rick Ashton Rick J. Ashton

Re: Report and recommendation concerning deposits and other fees for use of expensive audio-visual materials and equipment

When the Board of Library Trustees abolished the system of cash deposits for the use of phonograph records, the board requested that I prepare a report and recommendations concerning deposits and other fees relating to more expensive audio-visual materials and equipment. My report and recommendations, prepared with the help of Carol Pelz, head of art, music and audio-visual services, and Bernice Gater, overdues collection clerk, follows.

Our records concerning the lending of 16mm films are current as far back as 1977. Since 1977 no 16mm film in the public library's collection has been lost. Damages to films have occurred, but in every case the patron has promptly paid the cost of replacing the damaged footage in the film. Based on these facts, I do not recommend the imposition of a deposit system for the use of 16mm films.

The only large-scale collection of expensive items on which we can report long-term loss statistics is the framed art print collection. From the beginning of 1974 through March, 1981, 68 prints have been lost or so severely damaged that replacement was necessary. This is a loss rate of 11 prints per year, a total of approximately 2.7% of the entire framed print collection in a period of seven and one-half years. This rate of loss is so low that I would not recommend the imposition of a deposit system for framed prints.

We are in the very early stages of a new lending practice with regard to videotapes, videotape players, 16mm and 8mm projectors, slide projectors, audiotape recorders, and other miscellaneous audio-visual equipment. We have set up a program to lend these items to the public for short, usually three-day loan periods. Our experience with these items is not long enough to justify any general statement about the pattern of loss. However, the 40 libraries in the Midwest surveyed by our staff when we began planning this service reported that they had experienced few losses or damages from intentional actions or negligence of users. Generally,

the amount of repair work was directly proportional to the number of hours during which the equipment had been in use. The libraries surveyed did not use deposit systems, but most of them had instituted rather stringent fine systems for late return of equipment and materials. These systems had been necessitated by short loan periods, high demand for materials and equipment, and quick turnaround of materials and equipment. Our limited experience to date indicates that maximum use of audio-visual materials and equipment will be achieved if we can encourage users to return the items promptly, so that they can be rapidly circulated again. A similar pattern exists in the telecommunication center, where portable video equipment is being made available to qualified members of the public for borrowing.

I therefore recommend that the Library institute a system of fines for 16mm films, video cassettes, audio-visual equipment items, and portable video equipment, as follows: $1 per hour per film or cassette and $3 per hour per piece of equipment.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

22 May 1981

To: All Library Board Members

From: Rick Ashton

Re: A resolution creating a Recordings Endowment Fund

RESOLVED, The Board of Library Trustees of the Allen County Public Library hereby creates a Recordings Endowment Fund. The Recordings Endowment Fund shall be a gift fund, in which all gifts specified for this purpose shall be placed. The principal of the fund shall be invested and shall remain intact. Income from the investment of the principal shall be spent for the purchase of phonograph records and other recordings for public use.

A MISSION STATEMENT FOR THE ALLEN COUNTY PUBLIC LIBRARY

The Allen County Public Library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional services for free use by all residents.

21 May 1981

MEMO

To: All Library Board Members

From: Rick J. Ashton Rick J. Ashton /cma

MAJOR ISSUES BEFORE THE ALLEN COUNTY PUBLIC LIBRARY

As the Allen County Public Library plans for the future, one of the starting points is an identification of the major issues which the planning process and the resultant plan should address. This document comments on some of the major issues.

I. THE ISSUE OF GOALS

If we ask a dozen different people, inside and outside the Library system, "What does the Allen County Public Library do?" we will get a dozen different answers. Most people's answers will contain some reference to the Library as a place to borrow books. Others will think of a research facility for students at all levels or the site of a television studio. A few might think of the Library as being in the information-delivery business. Some might have the idea of the Library as a cultural warehouse, while others might see it as an agency mainly concerned with children. All of these answers would be, to some degree, correct. In order to plan adequately for the future, the Library must ask: What business are we in? What are we trying to accomplish? What are our goals?

II. THE ISSUE OF THE COMMUNITY

As a tax-supported service institution, the Library seeks to serve the wants and needs of the community. As it sets its goals, the Library must ask, "What do the people of Allen County want from the Library? What do the people of Allen County need from the Library?"

III. THE ISSUE OF MEASUREMENT

Whatever goals the Library adopts, the success or failure of the organization in achieving those goals is not directly measurable. Since all work done by the Library staff is what industrial managers call indirect labor, there is no obvious index of productivity or performance of the institution or its constituent parts. The fact that this is the same measurement problem faced by most service institutions and governmental units is cold comfort. To plan effectively for the future, the Library must ask: How will we know whether we are achieving our goals or not? What are the relationships between input and output of the system, and how shall we decide what relationships are acceptable?

IV. THE ISSUE OF TECHNOLOGICAL CHANGE

Rapid changes in the technology of information production, storage, and delivery are taking place. The ubiquitous business computer, the personal computer, cable television, improvements in telecommunications, all affect the Library, both internally and externally. The availability of high-powered information storage and retrieval systems can transform the internal tasks of the library, such as cataloging, acquisition of books, and control of the circulation system. It also affects the ability of the library to deliver information of all kinds to the public. To plan effectively for the future, the Library must ask: What must we do that new technology can help us accomplish? How does the presence and availability of new technology affect the specific means which we use to achieve the institution's goals?

V. THE FINANCIAL ISSUE

The Library will operate in a tight financial situation throughout the

forseeable future. Eighty per cent of the operating revenue comes from local property taxes, which can increase at a rate of only about 5% per year. Eleven per cent comes from the intangibles tax on banks and savings and loans and the auto excise tax. These two taxes may not grow at all during the coming years. Nine per cent comes from miscellaneous revenues such as fines, parking lot receipts, copier receipts, and the like. The Library cannot increase this amount dramatically. On the cost side, book prices, utilities, and other operating expenses are increasing faster than the general inflation rate. The Library must ask: How and where can we find more money? How can we spend the money we have most effectively?

Serious consideration of these major issues will help to assure the long-range future of service to the people through the Allen County Public Library.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

May 28, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

APRIL 1981

Main Library Fines		$2,405.08
Georgetown Branch Library	986.20	
Hessen Cassel Branch	401.23	
Little Turtle Branch	274.84	
Pontiac Branch	11.21	
Shawnee Branch	327.58	
Tecumseh Branch	193.00	
Waynedale Branch	266.84	
Harlan Branch	32.58	
Monroeville Branch	15.00	
New Haven Branch	110.60	
Woodburn Branch	13.00	
Bookmobile #1	55.00	
Bookmobile #2	58.30	
Bookmobile #4	18.50	
Bookmobile #5	15.00	2,778.88
Art, Music, Audio-Visual		285.41
Rent (Annex - Hunter)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts (Light)		3,000.00
Parking Lot Receipts (Harrison & Washington)		4,892.93
Fort Wayne Cinema Center		480.00
Copier Receipts		6,098.97
Paper Bag Receipts		61.00
Subscription Fees		100.00
Nitz Distributors Commission		12.55
Tom's Snack Foods Commission		9.70
Telephone Pay Station Commission		21.17
Indiana & Michigan Refunds		3,579.80
Telephone call		1.37
Reserve Postals		16.00
Books		425.47
Pamphlets		31.00
		$25,619.33

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

May 28, 1981

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES APRIL 14 - MAY 16, 1981

Apr.	14	Postage	212	.66
	15	Postage	212	.29
	16	Postage	212	1.35
	20	Certificate holder	216	1.87
		Postage	212	.29
	21	Postage	212	.74
	23	Postage	212	2.49
	24	Postage	212	.35
		Librarian's expense (Indpls.)	214	3.07
	27	Postage	212	.29
	29	Postage	212	1.45
	30	Forum Series Workshop (Gillen)	214	2.00
May	1	Postage	212	1.16
	5	Postage	212	1.31
	8	Postage	212	7.31
	11	Postage	212	.58
	12	Postage	212	2.33
	13	Postage	212	4.25
	14	Letra Set letters	313	5.15
	15	Postage	212	7.52
		Float construction plans	313	1.00
				$45.46

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

PHONOGRAPH RECORD ROOM FUND

Public Library Bills — May 28, 1981

Brodart, Inc.	Records and cassettes	1,184.88
Eastin-Phelan Corp.	Film	55.98
Kaywood Publications	Cassettes	96.40
		$1,337.26

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — May 28, 1981

Jankowski Associates, Architects	Professional services Project No. 8011-Carpet II	656.00
Clark & Mitchell Floor Covering	Two 12x14 carpets	277.62
Cramer Industries, Inc.	Hi Model Stool	167.43
Diskey Sign Corporation	Installation of interior architectual signage	2,141.25
Ewing Nursery & Landscaping Inc.	Furnish and install landscape planting at new sign at addition to library	223.30
Thalner Electronic Lab. Inc.	Handle Q.S. extra one	30.00
		$3,495.60

APPROVED

DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

19 June 1981

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/ea

Re: 25 June 1981 Board Meeting

The Board of Library Trustees will meet on 25 June 1981 at 3:00 p.m. in the meeting room of the Georgetown Branch Library, 6600 East State Boulevard, Fort Wayne, 46815. This very important meeting will include initial reviews of the proposed 1982 operating budget and the draft five-year plan. The enclosed materials will help you prepare for the meeting.

1. Agenda.

2. Minutes of the 28 May 1981 Board Meeting.

3. Bylaws of the Friends of the Allen County Public Library.

4. Proposed 1982 operating budget and supporting material.

5. A Five-Year Plan for the Allen County Public Library (Draft).

6. An informational document, the Staff of the Allen County Public Library, Part I.

7. Bills and other financial reports.

I look forward to seeing you next Thursday at Georgetown.

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Agenda
Board Meeting
25 June 1981
3:00 p.m., Georgetown Branch Library Meeting Room
6600 East State Boulevard, Fort Wayne, Indiana 46815

1. Adoption of the Agenda.

2. Approval of the Minnutes of the 28 May 1981 Board Meeting.

3. Report on Georgetown Branch Library roof investigation. Mr. Tazian.

4. Report of the Director:
   a. Main Library power outage, 8 June
   b. Friends of the Allen County Public Library and logo launching news conference, 12 June
   c. Completion of real estate transfer
   d. Other

5. Review and endorsement of the Bylaws of the Friends of the Allen County Public Library.

6. Approval of the following salaried appointments:
   Condra Payne, Pontiac Branch assistant, $8,600
   Thomas Williams, housekeeping assistant, $11,000
   Terry Lyons, maintenance technician, $8,600

7. Approval of payment of the following bills:

Operating Fund	$ 87,594.59
Bond and Interest Redemption Fund	289,826.98
Library Buildings & Equipment Fund	24,085.00
PERF - OASI Division	10,083.48
Indiana & Michigan Electric Co.	7,956.16
J.F. Beardsley & Associates	390.00
Blue Cross Hospital Service	4,829.40
Lincoln National Life Insurance Co.	2,453.49

8. Review of initial 1982 Operating Budget proposal.

9. Review of Draft Five-Year Plan.

10. Other Business.

11. Adjournment.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

June 25, 1981

The Board met in regular session at the Georgetown Branch Library, 6600 East State Boulevard, Fort Wayne, Indiana at 3:00 p.m. on June 25, 1981. Members present were: Mr. George Mather, Mrs. Rae Gates, Mrs. Lu Ann Beaman, Mr. Alan McMahan, Mr. Zohrab Tazian and Mrs. Patricia Vogel. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the agenda as circulated.
2. Approval of the minutes of the 28 May, 1981 Board Meeting. The Board approved the minutes as circulated.
3. Report on Georgetown Branch Library roof investigation. Mr. Tazian reported further investigation, but no solution to the problem. He indicated that any roof replacement project should include additional insulation for the building.
4. Report of the Director. Dr. Ashton reported on the following matters:
    a. Main Library power outage. The Main Library was closed on 8 June from 5:30 to 9 p.m. because of a power failure.
    b. Friends of the Allen County Public Library and logo launching. The news conference on 12 June stimulated very good news coverage.
    c. Completion of real estate transfer. The transfer of the Library Annex to HTI, Inc., was completed on 16 June.
    d. Other. Dr. Ashton introduced the six Division Managers. Each spoke briefly to the Board about their background and their duties.
5. Review and endorsement of the Bylaws of the Friends of the Allen County Public Library. After discussion the Board endorsed the Bylaws of the Friends of the Allen County Public Library. The Board adopted the policy of filling its allotted seat on the board of the Friends of the Allen

County Public Library by election. Mr. McMahan nominated Mrs. Beaman to serve on the board of the Friends of the Library. Mrs. Beaman was unanimously elected.

6. Approval of the following salaried appointments:

   Condra Payne, Pontiac Branch assistant, $8,600
   Thomas Williams, housekeeping assistant, $11,000
   Terry Lyons, maintenance technician, $8,600

   The Board approved the appointments.

7. Approval of payment of the following bills:

Operating Fund	$ 87,594.59
Bond and Interest Redemption Fund	289,826.98
Library Building & Equipment Fund	24,085.00
PERF - OASI Division	10,083.48
Indiana & Michigan Electric Co.	7,956.16
J.F. Beardsley & Associates	390.00
Blue Cross Hospital Service	4,829.40
Lincoln National Life Insurance Co.	2,453.49

   The Board approved payment of the bills as submitted. In connection with the Bond and Interest Redemption Fund payment on 1 July, 1981, Dr. Ashton reported that the Library's outstanding bonded indebtedness will be as follows:

1971 issue		$ 558,187
1977 issue		3,665,737
	Total	$4,223,924

8. Review of initial 1982 Operating Budget proposal. Dr. Ashton presented the initial 1982 operating budget proposal. The Board directed the Compensation Committee to review the budget. The Board also decided to review the budget, sitting as a Committee of the Whole, at the 23 July regular Board meeting.

9. Review of Draft Five-Year Plan. Dr. Ashton presented the Draft Plan. After a brief review, the Board approved release of the Draft Plan for public comment, with adoption of a final version of the plan in the autumn of 1981.

10. Other Business. Mr. Mather appointed Mrs. Gates to serve as chairman and Mr. McMahan and himself as members of a committee on legal counsel

for the Allen County Public Library.

11. Adjournment. The Board adjourned.

BYLAWS - FRIENDS OF THE ALLEN COUNTY PUBLIC LIBRARY

Article I. Name

The name of this organization shall be Friends of the Allen County (Indiana) Public Library, Inc.; hereafter referred to as Friends of the Library.

Article II. Purpose

The purposes of this organization shall be:

1. to operate exclusively for charitable and/or educational purposes within the meaning of Section 501 (c) (3) of the United States Internal Revenue Code of 1954 and of any subsequent amendments or revisions thereof;
2. to promote the library's active participation in community life by means of activities and programs approved by the Board of Directors.

Article III. Membership

Membership in this organization shall be open to all individuals and organizations in sympathy with its purposes.

Section 1. Categories of Membership. There are the following categories of membership:

a. Junior (to 14 years)
b. Individual
c. Family
d. Organization
e. Contributing
f. Sustaining
g. Benefactor
h. Patron

Section 2. Voting. Each membership shall have one vote at any annual or special meeting of the Friends of the Library.

Section 3. Dues. Dues shall be payable on July 1 of each year, and shall be deemed to be delinquent after September 30 of each year.

Article IV. Officers and Board of Directors

Section 1. Board of Directors. There shall be six elected directors-at-large. The director of the Allen County Public Library and one member of the Board of Library Trustees of the Allen County Public Library shall serve as appointed directors. The officers, elected directors-at-large and appointed directors shall constitute the Board of Directors of the Friends of the Library.

Section 2. Officers. The officers of this organization shall be a president, a first vice president for program, a second vice president for membership, a secretary and a treasurer.

Section 3. Nominations and Elections

a. Officers and elected directors-at-large shall be nominated by a nominating committee of three, appointed from the membership by the board. Nominations from the floor may be made at the annual meeting. The consent of the nominee shall be obtained.

b. The election of officers and directors-at-large shall take place at the annual meeting and shall be by a majority of the members present and voting.

Section 4. Terms of Office

a. The terms of office shall begin on July 1 and shall be for one year.

b. No person shall be elected to more than two consecutive terms in the same office, nor to more than a total of four terms on the board of directors.

Section 5. Vacancies. Vacancies on the board of directors shall be filled for the unexpired term by appointment by the board.

Section 6. Duties. The officers shall have the usual duties and authority exercised by officers of a non-profit corporation.

Section 7. Meetings

a. Meetings of the board of directors shall be held quarterly.

b. A majority of members of the board shall constitute a quorum.

c. Special meetings may be called by the president or three members of the board as deemed necessary.

Article V. Committees

Committees necessary to carry on the work of the organization shall be appointed by the president with the approval of the board of directors. The chairpersons of all committees shall report on the work of their committees to the board.

Article VI. Meetings

Section 1. Annual Meeting. The annual meeting of the Friends of the Library shall be held in May of each year, with the precise date to be determined by the board of directors. Notice of the annual meeting shall be posted at least two weeks in advance.

Section 2. Quorum. Twenty (20) members shall constitute a quorum sufficient to transact business at any meeting.

Section 3. Special Meetings. Special meetings may be called by the president and board of directors at any time, with notice posted as for the annual meeting.

Article VII. Fiscal Affairs

Section 1. Fiscal Year. The fiscal year of this organization shall be from July 1 to June 30.

Section 2. Fiscal Policies

a. Fiscal policies of this organization shall be determined by the board of directors and administered by the treasurer.

b. Authorization to sign checks, contracts, and other legal documents shall rest with the president, secretary and treasurer, with the advice and consent of the board of directors.

c. The financial transactions of the organization shall be audited annually and the report of the auditors submitted to the board of directors.

Article VIII. Amendments

These bylaws may be amended at any meeting of the membership by a two-thirds vote of those present, provided that the proposed amendments have been made available to the membership at least two weeks in advance of the meeting at which the vote will take place.

Article IX. Parliamentary Procedure

ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern in all instances where they are applicable and not inconsistent with these Bylaws.

Adopted 12 June 1981

PROPOSED 1982 OPERATING BUDGET
19 June 1981

Drafted in conjunction with the 1982-1986 Five-Year Plan, this budget proposal is intended to support Library operations without significant increases in total spending. Although the Five-Year Plan calls for important increases in service outputs, these increases will be achieved by the improved organization and allocation of existing resources, not by additional spending. The five columns of figures for all line items indicate present spending patterns and projected spending patterns for 1982. The following notes are intended to aid in the interpretation of the proposal.

Lines 110, 121, 122, 130 Personal Services. The 1 July 1981 Actual figure represents less than half of the total payroll. Twelve paydays have occurred in the first half of the year. Fourteen paydays will occur in the second half. The proposed 1982 budget amount of $2,138,000 represents a 3.9% increase over the 1981 budget total of $2,057,000 for these items. A detailed evaluation of appropriate staffing levels will accompany allocation of these sums. Setting of 1982 salaries will depend on this evaluation.

213 Telephone Tolls and Telegrams. General Telephone is seeking a package of rate increases which will increase our costs by 25-30%. These increases are expected to occur late in 1981 or early in 1982. The expansion of the Main Library building and the general increase in Library activity level have also affected our telephone costs.

221 Electric Current. The proposed amount of $178,000 contains a small cushion for extreme weather conditions. Indiana and Michigan Electric

received a rate increase in April 1981 averaging 13.3% across the board. Another rate increase of about 10% is possible in late 1982. Changes in the tariff structure will also affect our costs, even without rate increases.

256 Service on Mechanical Equipment.

Total 1981 spending will be about $50,000, on a budget of $48,000. The 1982 proposed figure provides for a $7,000 increase above the $50,000, plus $5,000 for a service agreement for the equipment in the video studio, which is covered by warranty service in 1981.

321 Other Library Supplies. We have spent nearly all the 1981 appropriation during the first half of the year. The bulk of this has been spent for paper for photocopy machines and for supplies associated with the circulation of books: pockets, jackets, etc. Quantity purchasing of these items carries significant price advantages. Some of these purchases will cover more than one year's needs. It will be necessary to allocate a portion of the 1981 state aid for additional expenditures in this category.

330 Coal, Fuel Oil, and Gas. The opening of the Main Library Addition and the deregulation of natural gas have made a large impact on our spending in 1981. The annual spending pattern for these items in recent years has put about 70% of the spending in the first half of the year. We expect to spend about $65,000 for all of 1981. The 1982 amount of $85,000, therefore, is adequate to provide for bad weather and a projected 20% increase in the cost of natural gas, even though it is a reduction from the 1981 budget amount.

520 Rents. The 1981 and 1982 budget amounts both provide for the possibility of a branch library in rented space, although no decision about this matter has been made.

560 Transfer to Improvement Reserve Fund. The Library Improvement Reserve Fund now stands at a balance of $283,280.57. This is adequate to cover unanticipated large-scale building repairs and small capital improvement projects. The proposed 1982 budget contains no appropriation in this line. Under present conditions it is not possible to accumulate capital out of operating revenue.

580 Unemployment Tax. The proposed 1982 figure of $29,900 is the maximum amount which would be required if the Library were to insure against, rather than reimburse, unemployment claims. This is the amount which would be generated at 2.7% of the payroll, the rate which the State of Indiana is likely to be charging all insuring employers in 1982. If the Library remains in the plan on a reimbursement basis, the figure in this line should be $24,000.

These very large increases from previous and present levels of spending rest on two assumptions. The first is that general unemployment levels will remain high and that employees who leave the Library for other jobs may suffer subsequent unemployment. A portion of their claims will be charged against the Library. The second assumption is that the Library should provide for the possibility of some reduction in its staff as a result of staffing level decisions as mentioned in the notes to line 110, above.

To complicate the matter further, amounts appropriated for unemployment compensation are appealable as excessive levies, according to unofficial

information received from the State Board of Tax Commissioners. This means that the Library would be permitted to increase its tax levy by the amount necessary to cover this appropriation, by filing an appeal at the state level. Further information on this matter will be forthcoming by the time of the 25 June Board meeting.

723 Cars. We will not purchase any motor vehicles in 1981. The amount currently appropriated should be transferred for spending on other needed equipment. In 1982 we will need to purchase one sedan or station wagon as a replacement for an existing vehicle.

730 Books, Etc. The 1981 appropriation of $650,000 can be increased by an additional appropriation when 1981 state aid funds are received after 1 August. The total amount of this aid will be about $92,000. Portions of it will be needed in other areas of the budget, but at least $50,000 can go for books. The state aid amount for 1982 is reflected in this proposed budget. No additional appropriation will be possible in 1982.

INCOME FOR THE 1982 OPERATING BUDGET

Precise income figures are not possible until the mid-year tax collections for 1981 are received. The following figures are subject to revision based on mid-year balances, on the certification of official maximum levy figures, and interpretation of the unemployment compensation situation.

Local tax levy	$3,247,360
*Miscellaneous revenue	685,000
Accumulated surplus	110,540
Total	$4,042,900

Miscellaneous revenue includes bank intangibles taxes, automobile excise taxes, fines, copier receipts, sale of surplus property, parking lot receipts, and interest on investment of operating balances.

PROPOSED 1982 BUDGET

	1980 Actual	1981 Budget	1981 July 1 Actual	1982 Budget	% Change 1981-1982
100 SERVICES PERSONAL					
110 Salary of Librarian	31,134	37,000	17,076		
				2,138,000	+3.9
120 Salary of Assistants					
121 Regular Assistants	1,301,072	1,563,000	647,163		
122 Substitute and Part Time	218,747	311,000	138,714		
130 Wages of Janitors	220,053	146,000	104,127		
140 Other Compensation					
141 Technical and Professional	12,666	13,000	5,357	14,000	+7.5
142 Employer Participation in Group Insurance	66,119	82,000	41,509	88,000	+7.3
TOTAL	$1,849,794	$2,152,000	$ 953,949	$2,240,000	+4.1
200 SERVICES CONTRACTUAL					
210 Communication and Transportation					
211 Freight, Express and Drayage	413	900	205	900	0.0
212 Postage	14,500	14,500	5,870	16,000	+10.3
213 Telephone Tolls and Telegrams	21,729	24,250	13,091	30,600	+26.2
214 Professional Meetings	5,702	4,000	3,057	4,500	+12.5
215 Gasoline and Oil	14,612	15,500	7,699	17,500	+12.9
216 Other Transportation Expense	934	2,000	467	1,500	-25.0
220 Heat, Light, Power and Water					
221 Electric Current	144,839	164,000	71,512	178,000	+8.5
224 Water	4,309	4,700	1,483	5,000	+6.3
225 Sewer	3,112	3,000	874	4,000	+33.3
230 Printing and Advertising					
231 Advertising and Publication of Notices	548	750	216	800	+6.7
232 Printing, Other Than Office Supplies	0	75	0	0	-100.0
240 Repairs					
241 Buildings and Structures	53,928	60,000	15,422	60,000	+0.0
242 Equipment	16,226	20,000	10,717	26,000	+30.0
243 Rebinding and Repair of Books	75,000	60,000	19,740	60,000	+ 0.0

	1980 Actual	1981 Budget	1981 July 1 Actual	1982 Budget	% Change 1981-1982
250 Services, Other Contractual					
252 Labor	4,391	5,550	4,847	9,000	+62.2
253 Rental on Equipment	18,740	31,000	8,988	28,000	-9.7
256 Service on Mechanical Equipment	46,537	48,000	26,932	62,000	+29.2
257 Expense Developing Microfilm	828	1,500	1,086	3,000	+100.0
TOTAL	$ 426,355	$ 459,725	$ 192,213	$ 506,800	+10.2
300 SUPPLIES					
310 Office Supplies					
311 Official Records	72	200	191	300	+50.0
312 Stationery and Printing	2,179	10,000	2,275	8,000	-20.0
313 Other Office Supplies	5,001	5,000	3,757	5,800	+16.0
320 Other Supplies					
321 Other Library Supplies	39,513	37,500	37,423	43,000	+14.7
322 Janitors' Supplies	15,850	18,200	9,599	20,500	+12.6
323 Photography Supplies	3,690	4,200	3,031	4,900	+16.7
330 Coal, Fuel Oil and Gas	48,232	87,000	45,459	85,000	-2.3
TOTAL	$ 114,540	$ 162,100	$ 101,738	$ 167,500	+3.3
400 MATERIAL					
440 General					
441 Materials and Parts for Equipment	6,958	6,000	4,169	6,000	+0.0
442 Other General Materials	4,392	3,000	536	3,000	+0.0
TOTAL	$ 11,350	$ 9,000	$ 4,705	$ 9,000	+0.0
500 CURRENT CHARGES					
510 Insurance and Bond Premiums	39,844	44,000	2,102	48,000	+9.1
520 Rents	1,620	10,000	810	13,500	+35.0
540 Dues	3,307	4,000	1,567	4,000	+0.0
550 Employers' Contribution, Retirement, OASI	143,780	198,675	60,305	207,400	+4.4
560 Transfer to Improvement Reserve Fund	40,000	50,000	50,000	0	-100.0

	1980 Actual	1981 Budget	1981 July 1 Actual	1982 Budget	% Change 1981-1982
80 Unemployment Tax	3,473	6,000	1,533	29,900	+398.3
TOTAL	$232,025	$312,675	$116,318	$302,800	-3.2
600 CURRENT OBLIGATIONS					
620 Interest	17,271	26,000	18,459	39,000	+50.0
TOTAL	$ 17,271	$ 26,000	$ 18,459	$ 39,000	+50.0
700 PROPERTIES					
720 Equipment					
721 Furniture	5,000	6,000	0	6,000	+0.0
722 Office Equipment	26,983	5,500	47	6,000	+9.0
723 Cars	15,463	14,000	0	10,000	-28.6
724 Other Equipment	37,989	20,000	13,741	25,800	+29.0
730 Books, Periodicals, and Newspapers, Audio-Visual Material	650,216	650,000	370,949	730,000	+12.0
TOTAL	$735,653	$695,500	$384,738	$777,800	+11.8
GRAND TOTAL	$3,386,992	$3,817,000	$1,772,124	$4,042,900	+5.9

A FIVE-YEAR PLAN FOR THE ALLEN COUNTY PUBLIC LIBRARY

DRAFT

PRESENTED TO THE BOARD OF LIBRARY TRUSTEES

25 June 1981

Terminology as used in the Draft of the Five-Year Plan

Goal: An end toward which the Library makes a commitment to work during the five-year period.

Objective: A specific, measurable target to be achieved during the five-year period. Achievement of an objective is a step toward the fulfillment of a goal.

Priority: A statement concerning the relative importance of various goals and objectives. Assuming that resources will probably not be sufficient to achieve all the objectives leading to all the goals, priority decisions determine the allocation of available resources.

Plan: The process of setting goals, objectives, and priorities; also, the document which embodies this process.

AN INVITATION

The Allen County Public Library seeks broad public participation in the final formulation of the Five-Year Plan. We urge you to read this draft and to communicate your oral or written comments or questions to:

Rick J. Ashton, Director
The Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801
(219) 424-7241

or to any member of the Board of Library Trustees:

George R. Mather, President
Mrs. LuAnn Beaman
Mrs. Rae Gates
Mrs. Mary M. Koehlinger
Mr. Alan McMahan
Mr. Zohrab K. Tazian
Mrs. M. Patricia Vogel

A further opportunity for discussion of the plan will be available at a public meeting to be held in Meeting Room One of the Main Library, 900 Webster Street, on Tuesday, September 1, at 7:30 p.m. The meeting will be cablecast live on Fort Wayne Cablevision Public Access Channel 10.

Additional copies of the plan may be obtained from the Information Desk of the Main Library, all eleven branch libraries, and all five bookmobiles.

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MISSION STATEMENT OF THE ALLEN COUNTY PUBLIC LIBRARY

The Allen County Public Library is a service institution. It seeks to inform, educate, entertain, and culturally enrich the entire community by providing books and other library materials, facilities, and professional services for free use by all residents.

THE LIBRARY IN THE COMMUNITY

Throughout their history the public libraries of the United States have played an important role in the lives of the people. A century ago, the public libraries served as the capstones of the system of public education. Americans who had completed their schooling could continue their learning by reading the books offered by the public library. At the end of the nineteenth century the public libraries offered an alternative to the life of the city streets. The reading room competed with the barroom for the patronage of the urban working man and woman. In the 1930s the public libraries were characterized as the arsenals of a democratic culture, suppliers of ideals and information with which to combat the growth of totalitarianism of the right and the left.

More recently the role of the public libraries has expanded. Since the late 1940s books, magazines, and newspapers have been joined by phonograph records, films, pictures, art prints, and electronic communications systems as appropriate packages for information, education, entertainment, and enrichment from the library. A growing emphasis on informational and educational services both inside and outside the library walls has accompanied the broadening of collections. By the 1980s the public library has become not only a building from which to borrow books, but also an active agent of community life, delivering its services throughout the community.

A large institution serving a wide range of needs in an increasingly complex social, economic, and cultural setting, the Allen County Public Library reaches out to individuals and organizations in the community. By planning for the future, the Library clarifies its relationship with the

community and defines its responsibilities. The planning process and the plan document reaffirm the commitment of the Allen County Public Library to a mission of active service. Based on the conviction that excellent public library service is essential to the well-being of the people of Allen County, the plan offers an opportunity for the continuing development of excellence.

BACKGROUND AND ASSUMPTIONS OF THE PLAN

In November 1979 the Board of Library Trustees of the Fort Wayne Public Library, predecessor corporation of the Allen County Public Library, directed the Library administration to undertake strategic planning as a basic part of the management of the Library. The planning process has proceeded throughout a period of basic restructuring of the Library and the completion of several other major organizational tasks. Intensive staff activity during the spring of 1981 has resulted in this draft.

This plan is the work of the Director of the Library, the six Division Managers, and many other staff members. The stated goals and objectives of the plan result from a careful assessment of the Library's present situation, investigations of the wants and needs of the community served by the Library, and attention to local, regional, and national developments in the library and information field.

A plan is not an attempt to predict the future. Rapid changes in information use, information technology, and economic conditions, all beyond the control of the Allen County Public Library, make attempts to forecast a futile exercise. Rather than predicting the future, the plan attempts to shape the future by outlining present decisions whose consequences will be felt in future years.

Because no one can predict the future, the plan is a living process, not a static document. The ability of the Library to respond to unforeseen opportunities and unanticipated difficulties is enhanced, not hampered, by the five-year plan. The practice of looking forward to the consequences of present decisions will provide the flexibility needed in a changing world.

BACKGROUND

In some sections of the plan the goals and objectives are stated in detail. These sections cover activities with which the Library has long been involved, where the plan sets achievement goals and objectives for familiar processes. In other sections of the plan the goals and objectives are stated more generally. These sections concern activities which have not previously been formal concerns of the Library. The periodic revision of the plan during the five-year period will provide more detail in these areas as the Library gains experience both with new responsibilities and with the process of planning itself.

Throughout this document the emphasis is on what the Library plans to accomplish, with little indication of how the goals and objectives will be met. Strategies and specific action plans are an ongoing responsibility of the Library staff at all levels. The quality of these strategies and action plans, developed by individuals and departmental work groups, will determine the overall success or failure of the five-year plan. Measurement and evaluation methods will emerge from the same source, with ample opportunities for public participation in the evaluation of Library performance.

This plan assumes that the purchasing power of local tax support for library operations will be static or declining during the five-year period. This condition will require the setting of priorities among goals and objectives, since it may not be possible to attain all the goals and objectives. Within the process by which performance standards are developed and met, the financial situation may require that the Library carry on some activities at a lower-than-desirable level. Where the draft plan speaks of increases in activity in service, resource management, and

administration, the assumption is that the major costs will be met through improved organization and allocation of present resources, not increases in overall financial support.

The plan is built on the strengths of the Allen County Public Library. An eighty-five-year heritage of collections, facilities, staff, and service provides a solid foundation on which to build a strong future of service to the people of Allen County.

Allen County Public Library
Goals and Objectives

I. SERVICE GOALS AND OBJECTIVES

A. Goal: To provide appropriate locations and hours of Library service for all Allen County residents.

Objective: To develop standards for acceptable locations and hours of availability for all Library services by 31 December 1982.

Objective: To develop a plan for meeting these standards by 30 June 1983.

Objective: To meet these standards by 31 December 1986.

Objective: To develop and implement a plan for Sunday hours of service by 31 December 1983.

Objective: To develop and implement a plan for the delivery of books and other materials by mail by 31 December 1986.

Objective: To coordinate hours of service in all locations by 31 December 1983.

B. Goal: To increase public awareness and use of Library services.

Objective: To develop an active publicity program, with emphasis on less-known services, by 31 December 1981.

Objective: To increase the percentage of Allen County residents holding an active Library card to 55% by 31 December 1986.

Objective: To begin use of the Library's telecommunications capabilities for building public awareness of Library services by 30 June 1982.

C. Goal: To provide Library services to children.

Objective: To provide adequate and appropriate Library materials for children.

Objective: To provide adequate professional assistance to children, parents, and teachers in all areas of Library service.

Objective: To increase circulation of all materials to children by 8% per year each year from 1982 through 1986.

Objective: To organize storytelling workshops for parents, taught by skilled staff members, by 31 December 1982.

Objective: To increase Dial-A-Story service use by 10% each year from 1982 through 1986.

Objective: To provide regular programs of orientation, instruction, and entertainment for school age and pre-school children in all appropriate Library locations by 31 December 1983.

D. Goal: To provide Library services to young adults.

Objective: To provide adequate Library materials for young adults.

Objective: To develop a program of cooperation with schools to anticipate and supply student resource needs by 31 December 1982.

Objective: To broaden service to young adults to include recreational and informational services as well as school-related services by 31 December 1983.

Objective: To provide regular orientation, information, and recreation programs for young adults at the Main Library by 31 December 1983 and at all other appropriate locations by 31 December 1985.

E. Goal: To provide Library services to adults.

Objective: To provide adequate Library materials for adults.

Objective: To increase the circulation of books to adults by 8% per year for five years.

Objective: To increase circulation of non-book materials to adults by 15% per year by 31 December 1982 and by 10% per year during each of the succeeding four years.

Objective: To provide orientation, information, and recreational programs for adults at all appropriate Library locations

by 31 December 1983.

Objective: To support adult basic education programs with materials and services by 31 December 1983.

Objective: To organize adult reading and book discussion groups at all appropriate Library locations by 31 December 1983.

Objective: To establish the lending of general interest magazines from the Main Library by 31 December 1981.

F. Goal: To provide information services to the community.

Objective: To increase public awareness and use of Library information and research-assistance services.

Objective: To develop standards for speed and accuracy in the delivery of information services by 31 December 1983.

Objective: To meet these standards by 31 December 1985.

Objective: To increase the number of in-house reference questions answered by 10% per year for five years.

Objective: To increase the number of telephone reference questions answered by 8% per year for five years.

Objective: To establish a research and educational program in the fields of genealogy and local history by 31 December 1984.

G. Goal: To provide government documents services.

Objective: To provide an appropriate public reading area for the use of United States, Indiana, and local government publications and law collections by 31 December 1984.

Objective: To provide open shelf access to appropriate portions of the government documents collection by 31 December 1984.

Objective: To develop standards for the acquisition of state and local government publications by 31 December 1982.

Objective: To meet these standards by 31 December 1984.

Objective: To provide generalized subject access to government publications in the public catalogues of the Library by 31 December 1986.

Objective: To develop standards and determine procedures for weeding of the government documents collections by 31 December 1983.

Objective: To meet these standards by 31 December 1985.

H. Goal: To provide art, music, and audio-visual services to the community.

Objective: To develop shelving, storage, and display systems for art, music, and audio-visual collections for increased public accessibility by 31 December 1983.

Objective: To develop a system for lending art, music, and audio-visual materials in all appropriate Library locations by 31 December 1982.

Objective: To offer a regular program of art and media exhibits in Library gallery space by 31 December 1982.

Objective: To examine appropriateness of presently collected audiovisual formats and prepare for introduction of new audiovisual formats by 31 December 1984.

I. Goal: To provide telecommunications services.

Objective: To increase original programming produced in-house and cablecast on Public Access Cable Channel 10 to 15 hours per week by 31 December 1985.

Objective: To increase the number of groups and individuals producing programs for public access by 10% by 31 December 1982 and by 5% per year during each of the succeeding four years.

Objective: To begin delivery of Library information services via cable television by 31 December 1983.

Objective: To increase public awareness of public access television by means of an active public information program.

Objective: To develop standards for appropriate weekly schedules for programming and studio operation by 31 December 1983.

Objective: To meet these standards by 31 December 1984.

J. Goal: To provide meeting rooms.

Objective: To evaluate present meeting room use policies for appropriateness to community needs and Library mission by 31 December 1981.

Objective: To modify present meeting room policies as necessary as a result of this evaluation by 31 January 1982.

K. Goal: To provide Library services to homebound and institutionalized persons.

Objective: To develop a program of outreach to homebound and institutional residents by 31 December 1983.

Objective: To establish regular Library service to the Allen County Jail by 31 December 1983.

Objective: To develop a program for the management of deposit collections in nursing homes, hospitals, and other institutional settings by 31 December 1983.

L. Goal: To provide Library services to blind and physically handicapped persons.

Objective: To increase the number of persons using Talking Books services by 10% per year for the next five years.

Objective: To increase circulation of Talking Books by 15% by 31 December 1982 and by 10% per year in each of the four succeeding years.

Objective: To offer assistance to blind persons in the form of a reading machine or other technological assistance by 31 December 1982.

Objective: To assist the efforts of the Northeast Indiana Radio Reading Service in providing information and education for blind and physically handicapped persons.

Objective: To install and develop a program for the use of a teletype or equivalent communication device for use by deaf persons by 31 December 1983.

Objective: To increase circulation of large-print books by 10% per year for five years.

M. Goal: Provide Library services to senior citizens.

Objective: To develop a cooperative program relationship with the Fort Wayne Senior Citizens Center by 31 December 1983.

Objective: To involve elderly people in a broad range of Library activities by 31 December 1983.

N. Goal: Provide Library services to members of racial and ethnic minority groups.

Objective: To increase the number of minority group members holding active Library cards to a proportionate number reflecting the minority presence in the population of Allen County by 31 December 1986.

Objective: To increase the number of cooperative relationships with minority community groups by 31 December 1983.

Objective: To develop and implement policies concerning the provision of Library materials in languages other than English by 31 December 1985.

O. Goal: To offer Library services to special interest groups.

Objective: To coordinate program activities with occupational, hobby, civic, and other groups by 31 December 1983.

P. Goal: To provide Library services to business.

Objective: To provide an active program of information service to business.

Objective: To increase use of business information material in the collection by 10% per year for five years.

Objective: To improve business awareness of Library services through an active publicity program by 31 December 1982.

Objective: To issue Library cards to corporations as well as individuals by 31 December 1983.

Q. Goal: To maximize public independence in the use of Library services.

Objective: To standardize and simplify the classification of Library materials in all locations by 31 December 1984.

Objective: To conduct a regular program of instruction in Library use at all appropriate locations by 31 December 1983.

Objective: To remove barriers to public access to Library materials wherever possible by 31 December 1983.

Objective: To provide an adequate identification and directional sign system in all Library locations by 31 December 1983.

Objective: To coordinate all services in all locations by 31 December 1983.

II. RESOURCE MANAGEMENT GOALS AND OBJECTIVES

(Resources: Collections, Staff, Facilities)

A. Goal: To build a Library collection appropriate to the needs and demands of the people of Allen County.

Objective: To develop standards for the purchase of multiple copies of popular items by 31 December 1982.

Objective: To meet the standards for purchase of multiple copies by 31 December 1983.

Objective: To develop standards for turnover rate of circulating items

by 31 December 1982.

Objective: To meet the standards for annual turnover rate by 31 December 1985.

Objective: To weed at least 5% of the total Library collection each year for five years.

Objective: To develop standards for the allocation of money for the purchase of various types of Library materials by 31 December 1981.

Objective: To develop a written statement of collection development policy and practice by 31 December 1982.

B. Goal: To provide timely fulfillment of requests for books and other Library materials.

Objective: To develop standards for the speed and accuracy of the Library acquisitions process by 31 December 1983.

Objective: To meet these standards by 31 December 1985.

Objective: To develop standards for speed and accuracy in receiving, cataloging, processing, and shelving materials by 31 December 1983.

Objective: To meet these standards by 31 December 1986.

Objective: To develop standards for speed and accuracy in fulfillment of requests for books and other materials owned by the Library by 31 December 1983.

Objective: To meet these standards by 31 December 1985.

Objective: To develop and publicize an active inter-library loan program for access to library materials not owned by the Allen County Public Library by 31 December 1982.

C. Goal: To provide bibliographic and subject access to the Library collection.

Objective: To evaluate the effectiveness of the Library catalogs

and other finding aids by 31 December 1983.

Objective: To modify the Library catalogs and other finding aids to increase their effectiveness by 31 December 1986.

Objective: To achieve bibliographic and subject access to all periodical items in the collection by 31 December 1986.

Objective: To develop standards for bibliographic and subject access to all appropriate items in the collection by 31 December 1986.

D. Goal: To expand the use of Library resources outside the Allen County Public Library system.

Objective: To coordinate collection development policies and services to the public with other libraries in Fort Wayne and Allen County and Northeast Indiana by 31 December 1984.

Objective: To participate effectively in regional, state, and local library networks by 31 December 1984.

Objective: To increase use of inter-library loan by 50% by 31 December 1986.

Objective: To publicize the availability of reciprocal borrowing privileges to Allen County Public Library cardholders by 31 December 1981.

E. Goal: To provide a Library staff appropriate to the service needs of the people of Allen County.

Objective: To recruit, employ, train, and manage appropriate staff members.

Objective: To develop a written affirmative action plan by 31 December 1983.

Objective: To meet the standards of the affirmative action plan by 31 December 1986.

Objective: To provide all employees with opportunities to achieve to the full extent of their potential.

F. Goal: To enhance the productivity of all the staff members.

Objective: To provide the tools and equipment necessary for effective performance.

Objective: To develop staff involvement in the decision making process at all levels.

Objective: To establish a program of regular performance reviews for all the staff by 31 December 1982.

Objective: To involve all staff members in responsible participation in job analysis and improvements in productivity by 31 December 1983.

Objective: To develop standards for staff productivity by 31 December 1983.

Objective: To meet these standards by 31 December 1986.

G. Goal: To provide channels for communication among the Library staff.

Objective: To provide a system for staff evaluation of the Library system and services by 31 December 1984.

Objective: To evaluate and modify as necessary channels of communication among and between staff, supervisors, and administration.

Objective: To begin a program of job rotation among all staff by 31 December 1985.

H. Goal: To provide a staff orientation and training program.

Objective: To develop a coordinated orientation program for new employees by 31 December 1982.

Objective: To develop appropriate in-service training programs by 31 December 1983.

Objective: To encourage staff attendance at professional meetings and other outside educational opportunities.

Objective: To ensure dissemination of information and training gained outside the Library to appropriate staff members.

Objective: To develop appropriate manuals and other materials to support the orientation and training programs.

I. Goal: To provide adequate compensation to the Library staff.

Objective: To provide salaries and benefits for all staff, commensurate with their training, responsibilities, and in line with salaries and benefits for comparable positions outside the Library.

J. Goal: To provide safe, clean, comfortable, and well-maintained physical facilities for all Library operations.

Objective: To develop standards for efficient physical operation of all Library buildings by 31 December 1982.

Objective: To meet these standards by 31 December 1985.

Objective: To begin a regularly scheduled preventive maintenance program for all buildings and equipment by 31 December 1982.

Objective: To evaluate the interior arrangement of all buildings to provide maximum public awareness of and access to Library collections and services by 31 December 1983.

Objective: To meet the needs identified by this evaluation by 31 December 1985.

Objective: To evaluate the needs for major repairs and renovation of all buildings by 31 December 1983.

Objective: To meet the needs identified by this evaluation by 31 December 1986.

Objective: To involve all staff members in awareness of the physical environment as a component of Library services.

Objective: To develop and implement an energy conservation program for all Library buildings by 31 December 1983.

Objective: To develop and implement emergency plans for all Library buildings by 31 December 1982.

Objective: To develop and implement a parking program for all Library locations by 31 December 1984.

III. ADMINISTRATIVE GOALS AND OBJECTIVES

A. Goal: To build continuous planning into Library management.

Objective: To conduct frequent periodic reviews of this plan and of community needs.

Objective: To modify this plan as necessary to accomplish goals and objectives and to respond to changing conditions.

Objective: To encourage individual and department-level planning as a basic function of all Library jobs.

Objective: To develop the annual operating budget as an effective planning process and planning document by 31 December 1983.

B. Goal: To organize Library activity to accomplish stated goals and objectives.

Objective: To develop and implement effective strategies and action plans to meet objectives and fulfill institutional goals.

Objective: To modify or create patterns of activity necessary to the institutional goals and objectives.

Objective: To develop measures of performance of the Library as a whole, in conjunction with the goals and objectives stated in this plan, by 31 December 1985.

C. Goal: To strengthen the financial position of the Library.

Objective: To secure funding levels and funding sources adequate to meet the service needs of the people of Allen County.

Objective: To develop new sources of support for Library service, including private funding and alternative types of public funding.

Objective: To explore and develop policies concerning Library user fees by 31 December 1983.

Objective: To develop the Friends of the Allen County Public Library as an effective support group.

Objective: To establish an endowment for the support of Library activities by 31 December 1983.

Objective: To develop and implement a system of internal fiscal responsibility by 31 December 1985.

Objective: To maximize income through an active program of investment of available Library funds by 31 December 1981.

D. Goal: To achieve maximum public benefit from available funds.

Objective: To support the goals and objectives of this plan with funding allocations.

Objective: To maximize the cost-effectiveness of all Library activities.

Objective: To reduce the labor-intensive nature of Library activity as much as possible through appropriate technological and organizational support.

E. Goal: To provide adequate support for the long-term capital development needs of the Library.

Objective: To evaluate the Library's capital needs by 31 December 1982.

Objective: To establish a capital development program, both in the areas of capital spending and financing by 31 December 1983.

Objective: To meet the Library's capital needs for the five year period covered by the plan.

Objective: To produce a capital development plan extending to the year 2000 by 31 December 1986.

F. Goal: To provide the technology necessary to meet the goals and objectives of the Library.

Objective: Explore new technological means of delivery of Library services by 31 December 1982.

Objective: Provide automated support to Library functions wherever this support will result in service improvements or major cost savings by 31 December 1985.

Objective: Develop methods for the ongoing evaluation and implementation of rapidly changing information technology by 31 December 1984.

REVIEW, REVISION, AND ADOPTION OF THE FIVE-YEAR PLAN

This draft document is not the last step in the planning process. After review by the Board of Library Trustees on 25 June 1981, it will be widely distributed and well publicized. Members of the community will be encouraged to comment. Written and oral comments and questions will be received and reviewed throughout the months of July and August. A public discussion meeting will be held at the Main Library on 1 September 1981 at 7:30 p.m.

During the same period the entire Library staff and the Board of Library Trustees will continue a careful review, refining the plan and developing priorities.

In September 1981 the revision of the plan in response to public comment and further staff and Board review will take place. Board adoption of the revised plan is scheduled for 24 September. Preparation and printing of the revised plan will require approximately one month, with release of the document scheduled for late October 1981.

IMPLEMENTATION AND EVALUATION OF THE PLAN

Implementation of the five-year plan will begin immediately upon its adoption. Many of the specific strategies and action plans will emerge directly from ongoing Library activities. Others will require organizational modifications, reallocations of resources, and development of new performance standards and measures. As the Library strives to meet the goals and objectives, continuous reworking of the details of the plan will occur. Major new opportunities or difficulties will also bring revision. By late 1984 a full-scale review and revision of the plan will be required, as progress toward the meeting of goals and objectives, developments in the library field, and changes in the economic situation occur.

The ultimate evaluation of the plan will not be conducted by the Library staff, however. As the people of Allen County judge the quality of public library service, they will determine the success or failure of the planning effort. Improved and enhanced library performance, increasing public satisfaction, will be the five-year plan's ultimate test. The Allen County Public Library will make every effort to meet and pass that test.

THE STAFF OF THE ALLEN COUNTY PUBLIC LIBRARY

Part I
DIRECTOR and DIVISION MANAGERS

RICK J. ASHTON, DIRECTOR

Born Middletown, Ohio, 1945
A.B., Harvard University, 1967
M.A., Northwestern University, 1969
Ph.D., Northwestern University, 1973
M.A., University of Chicago, 1976

Director since 1 June 1980.
Previously served as Administrative Assistant, Assistant Librarian, Assistant Director, Allen County Public Library, 1977-1980, and Curator of Local and Family History, The Newberry Library, Chicago, 1974-1977.

Responsibilities: Management of the Library system.

JACQUELINE J. BELSCHNER, FINANCIAL MANAGER

Born Fort Wayne, Indiana, 1928
Diploma, Central High School, Fort Wayne, Indiana, 1946

Financial Manager since 1 January 1981
Previously served as Clerk, Catalog Typist, Assistant to the Bookkeeper and Bookkeeper, Allen County Public Library, 1945-1981 (Leave of absence from January, 1951, to August, 1952)

Responsibilities: Under the supervision of the Director, to manage and coordinate the financial operations of the Library and act as clerk to the Board of Library Trustees.

STEVEN FORTRIEDE, PUBLIC SERVICES MANAGER

Born Fort Wayne, Indiana, 1946
B.S, Ball State University, 1967
Ml.S., Western Michigan University, 1970

Public Services Manager since 1 December 1980
Previously served as Xerographer, Collection Clerk, Professional Assistant, Branch Assistant, Allen County Public Library, 1968-1980, and Social Studies Teacher, Deerfield Public Schools, Deerfield, Michigan, 1967-1968.

Responsibilities: Under the supervision of the Director, to manage the public service areas of the Main Library to meet the cultural, educational, recreational, and information needs of the Allen County community.

SHELDON KAYE, BRANCH AND BOOKMOBILE MANAGER

Born Cleveland, Ohio, 1946
A.B., Goddard College, 1969
M.L.S., Simmons College, 1971

Branch and Bookmobile Manager since 18 May 1981
Previously served as Director of the Marshfield Free Public Library, Marshfield, Wisconsin, 1975-1980, Director of the Rochester Public Library, Rochester, New Hampshire, 1973-1975, and District Library Consultant, New Hampshire State Library, 1972-1973.

Responsibilities: Under the supervision of the Director, to manage the branch and bookmobile activities to meet the educational, cultural, recreational, and information needs of the Allen County community.

LUANA K. STANLEY, TECHNICAL SERVICES MANAGER

Born Bluffton, Indiana, 1942
A.B., Indiana University, 1964
M.L.S., Indiana University, 1974

Technical Services Manager since 2 September 1980
Previously served as Administrative Assistant and Head of Catalog, Cataloger, Childrens' Librarian, School Collections Librarian, Indianapolis-Marion County Public Library, 1964-1980.

Responsibilities: Under the supervision of the Director, to manage the acquisition, cataloging, and processing of Library materials to meet the educational, cultural, recreational, and information needs of the Allen County community.

CHARLENE P. HOLLY, PERSONNEL MANAGER

Born Madison, Wisconsin, 1945
A.B., Saint Francis College, 1967
M.L.S., Indiana University, 1972

Personnel Manager since 1 January 1980
Previously served as Library Assistant and Professional Assistant, Allen County Public Library, 1969-1980, and English, Social Studies, Religion, and Physical Education Teacher, Catholic Schools, Diocese of Fort Wayne-South Bend, 1967-1969.

Responsibilities: Under the supervision of the Director, to manage human resources to achieve both the mission of the Library and the development and satisfaction of its employees.

ROBERT W. HART, SUPPORT SERVICES MANAGER

Born Fort Wayne, Indiana, 1948
A.B., Virginia Military Institute, 1970
M.L.S., Indiana University, 1976

Support Services Manager since 29 December 1980
Previously served as Librarian and Instructor, Indiana Vocational Technical College, 1977-1980.

Responsibilities: Under the supervision of the Director, to manage the services supporting the public service areas by planning, organizing, and supervising their functions and personnel to meet the goals of the Library.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

June 25, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

MAY 1981

Main Library Fines		$2,295.81
Georgetown Branch Library	926.96	
Hessen Cassel Branch	342.85	
Little Turtle Branch	237.35	
Pontiac Branch	36.15	
Shawnee Branch	316.38	
Tecumseh Branch	154.35	
Waynedale Branch	277.80	
Harlan Branch	40.00	
Monroeville Branch	34.00	
New Haven Branch	85.90	
Woodburn Branch	31.00	
Bookmobile #1	22.00	
Bookmobile #2	20.00	
Bookmobile #4	51.50	
Bookmobile #5	19.69	
Bookmobile #7	6.00	2,601.93
Rent (Hunter - Annex)		1,000.00
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts (Light)		3,000.00
Parking Lot Receipts (Harrison & Washington)		3,514.57
Copier Receipts		5,274.86
Subscription Fees		60.00
Scholastic Magazine refund		6.03
Telephone Pay Station Commission		11.80
Paper Bag Receipts		25.00
Books		69.25
Pamphlets		36.50
Reserve Postals		14.00
		$18,329.75

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

June 25, 1981

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES MAY 16 - JUNE 15, 1981

May 19	Librarian's expense	214	7.96
20	Postage	212	3.06
	Librarian's expense (Columbia City)	214	9.40
21	Stickers	322	3.10
	Key	322	1.40
	Postage	212	6.65
22	Lime-away	322	1.24
	Postage	212	5.25
26	Postage	212	2.22
27	Postage	212	6.33
29	Postage	212	3.65
June 1	Postage	212	2.64
2	Postage	212	.82
3	Librarian's expense	214	13.78
	Postage	212	2.47
4	Postage	212	8.30
5	Postage	212	3.51
8	Dust pan & sponges	322	3.10
	Postage	212	13.39
9	Postage	212	1.11
	Pens	313	2.00
10	Postage	212	.74
	Librarian's expense (Indpls.)	214	12.28
11	Postage	212	.79
12	Postage	212	2.63
			$117.82

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

BOND AND INTEREST REDEMPTION FUND

Public Library Bills		June 25, 1981
Fort Wayne National Bank	Bonds and coupons due July 1, 1981	$171,702.50
Lincoln National Bank & Trust Company	Bonds and coupons due July 1, 1981	118,124.48
		$289,826.98

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills June 25, 1981

Jankowski Associates, Architects	Professional services	$ 255.00
Carpetland USA	Carpet installed in various areas	18,345.00
C. H. Kraus Sheet Metal, Corp.	Supply air to rooms 243, 244, 247, and 248	625.00
Strahm, Inc.	Install counter tops, new wall, relocate door, patch existing walls	4,860.00
		$24,085.00

APPROVED

DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

20 July 1981

MEMO

To: All Library Board Members

From: Rick Ashton

Re: 23 July 1981 Board Meeting

The Board of Library Trustees will meet on 23 July 1981 at 3:00 p.m. in the board room at the Main Library. In accordance with the wishes of the Board expressed at the 25 June Board meeting, the Board will sit as a Committee of the Whole to consider the proposed 1982 operating budget and levy and Bond and Interest Redemption Fund budget and levy at 3:00 p.m. The Board will sit as an official body beginning at 4:00 p.m. Although the agenda is long, I believe the Board will be able to move through it quickly. The enclosed materials will help you prepare for the meeting.

1. Budget Forms 1, 2, and 3 for the 1982 operating budget and 1982 Bond and Interest Redemption Fund budget.

2. Agenda for the 23 July 1981 meeting.

3. Minutes of the 25 June 1981 Board meeting.

4. Resolution to advertize the 1982 operating budget and levy and the 1982 Bond and Interest Redemption Fund budget and levy.

5. Resolution to appropriate additional money.

6. Resolution to transfer funds.

7. Bills and other financial reports.

8. An informational item: Statistics of Public Libraries in the United States and Canada Serving 100,000 Population or More, 1981.

Two additional brief items will be available at the time of the Board meeting: a letter from Brown's Family Chicken Restaurant considering a joint promotional activity; an agreement with the Fort Wayne Cinema Center for use of Library meeting room space.

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Agenda
Board Meeting
23 July 1981
3:00 p.m., Board Room, Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

The Board of Library Trustees will sit as a Committee of the Whole to review the proposed 1982 operating budget and proposed 1982 tax levy at 3:00 p.m. The Board will convene in regular session at 4:00 p.m.

1. Adoption of the Agenda.

2. Approval of the Minutes of the 25 June 1981 Board meeting.

3. Report of the Director:
   a. Summer Reading Program progress report
   b. Three Rivers Festival promotional activities
   c. Other

4. Report on Georgetown Branch Library roof investigation. Mr. Tazian.

5. Approval of a joint promotional activity with Brown's Family Chicken Restaurant.

6. Approval of an agreement with the Fort Wayne Cinema Center for use of Library meeting space during the 1981-1982 Cinema Center season.

7. Approval of a resolution to advertize the 1982 operating budget and tax levy and the 1982 bond and interest redemption fund budget and tax levy.

8. Approval of a resolution to advertize for an additional appropriation of $69,427, the state aid distribution for 1981.

9. Approval of a resolution to transfer $10,000 from account 330, coal, fuel oil and gas, to account 321, other Library supplies, in the 1981 operating budget.

10. Approval of payment of the following bills:

Operating Fund	$79,217.82
Lincoln National Life Insurance Co.	2,483.67
Indiana Employment Security Division	951.48
Library Bldg. & Equip. Fund	1,780.85
Phonograph Record Room Fund	686.24
LSCA - MURL Fund	2,718.15
LSCA - Reciprocal Borrowing Fund	11,238.10
INCOLSA	12.50
PERF - OASI Division	10,702.15
Raven Balloon Port of Fort Wayne, Inc.	200.00
Public Employees' Retirement Fund	9,926.62
Indiana & Michigan Electric Co.	12,046.48
New York Management Center, Inc.	490.00

11. Other Business.

12. Adjournment.

Following adjournment the Board will have an opportunity for further discussion of the Draft Five-Year Plan for the Allen County Public Library.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

23 July 1981

The Board met in regular session in the Board Room of the Main Library, 900 Webster St., Fort Wayne, Indiana at 3:00 p.m. on 23 July 1981. Members present were: Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mrs. Rae Gates, Mr. Alan McMahan, and Mr. Zohrab Tazian. Mrs. Koehlinger presided.

The Board sat as a Committee of the Whole to consider the proposed 1982 Operating Budget and levy and the Bond and Interest Redemption Fund budget and levy. Dr. Ashton reviewed the proposed Operating Budget. Mr. McMahan indicated the support of the Compensation Committee for the proposed budget.

1. Adoption of the Agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 25 June 1981 Board meeting. The Board approved the Minutes as circulated.
3. Report of the Director. Dr. Ashton reported on the following matters:
   a. Summer Reading Program progress report. 4880 children registered for the Summer Reading Program. About 4500 have participated actively and will receive recognition at the end of the program.
   b. Three Rivers Festival promotional activities. The Library's float from the Three Rivers parade will be used in two more parades. The Friends of the Library conducted a successful T-shirt sale in the lobby of the Main Library.
4. Report on Georgetown Branch Library roof investigation. Mr. Tazian reported the consensus of his advisers and consultants that the roof should be replaced. Current thinking calls for added insulation and installation of a built-up roof with marble chips. Mr. Tazian said he hoped to have plans and cost estimates at the August Board meeting.

5. Approval of a joint promotional activity with Brown's Family Chicken Restaurant. Brown's proposed to supply a dinner coupon for each child's packet for the Summer Reading Program. The Board approved the joint promotional activity.
6. Approval of an agreement with the Fort Wayne Cinema Center for use of Library meeting space during the 1981-1982 Cinema Center season. The Board approved the proposed agreement between Cinema Center, Inc. and the Allen County Public Library for the 1981-1982 season. The agreement is attached to and included in these minutes.
7. Approval of a resolution to advertise the 1982 Operating Budget and tax levy and 1982 Bond and Interest Redemption Fund budget and tax levy. The Board approved the advertisement of the Operating Fund budget in the amount of $4,110,100 with a property tax levy of $3,247,360 and the Bond and Interest Redemption Fund budget in the amount of $633,256, with a property tax levy of $546,573. The Board set the date for the required public hearing on 20 August 1981 at 3:00 p.m. The Board set the date for adoption of the budgets on 27 August 1981 at the regular monthly Board meeting.
8. Approval of a resolution to advertise for an additional appropriation of $69,427, the state aid distribution for 1981. The Board approved the resolution to advertise, which is attached to these minutes.
9. Approval of a resolution to transfer $10,000 from account 330, coal, fuel oil and gas, to account 321, other Library supplies, in the 1981 Operating Budget. The Board approved the proposed transfer.

10. Approval of payment of the following bills:

Operating Fund	$79,217.82
Lincoln National Life Insurance Co.	2,483.67
Indiana Employment Security Division	951.48
Library Building and Equipment Fund	1,780.85
Phonograph Record Room Fund	686.24
LSCA - MURL Fund	2,718.15
LSCA - Reciprocal Borrowing Fund	11,238.10
INCOLSA	12.50
PERF - OASI Division	10,702.15
Raven Balloon Port of Fort Wayne, Inc.	200.00
Public Employees' Retirement Fund	9,926.62
Indiana and Michigan Electric Co.	12,046.48
New York Management Center, Inc.	490.00

The Board approved payment of the bills as submitted.

11. Other Business. The Board appointed G. Stanley Hood as its attorney for the period 23 August - 31 December 1981 at a rate of $60.00 per hour.

12. Adjournment. The Board adjourned.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

RESOLUTION TO ADVERTIZE BUDGETS AND LEVIES

The Board of Library Trustees of the Allen County Public Library hereby resolves to place legal advertisements as detailed in Library Budget Form Number 3, for the following totals,

Library operating budget:	$4,110,100
Library operating levy:	3,247,360
Bond and Interest Redemption Fund budget:	633,256
Bond and Interest Redemption Fund levy:	546,573

The Board further resolves to hold a public hearing on these budgets and tax levies at the Main Library at 3:00 p.m. on 20 August 1981. Taxpayers appearing at such meeting shall have a right to be heard.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

A RESOLUTION TO ADVERTIZE FOR AN ADDITIONAL APPROPRIATION

The Board of Library Trustees of the Allen County Public Library hereby resolve to place the following legal advertisement:

NOTICE TO TAXPAYERS OF ADDITIONAL APPROPRIATION

Notice is hereby given the taxpayers of the Allen County Public Library, Allen County, Indiana, that the proper legal officers of said municipal corporation at their meeting at the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on the 27th day of August, 1981, will consider the following additional appropriation which said officers consider necessary to meet the extraordinary emergency existing at this time.

OPERATING FUND

121	Salaries of Regular Assistants	$10,000.00
213	Telephone Tolls and Telegrams	2,500.00
214	Professional Meetings	2,500.00
321	Other Library Supplies	9,000.00
620	Interest	9,000.00
724	Other Equipment	4,000.00
730	Books and Other Library Materials	32,427.36
	Total	$69,427.36

These appropriations are made from additional recepts.

Taxpayers appearing at such meeting shall have a right to be heard thereon. The additional appropriation as finally made will be automatically referred to the State Board of Tax Commissioners, which Board will hold a further hearing within 15 days at the County Auditor's Office of said county or at such other place as may be designated. At such hearing taxpayers objecting to any of such additional appropriation may be heard. Interested taxpayers

may inquire of the County Auditor when and where such hearing will be held

Allen County Public Library
Fort Wayne, Allen County, Indiana
By

Secretary, Board of Trustees

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

July 23, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

JUNE 1981

Main Library Fines		$2,265.11
Georgetown Branch Library	1,031.80	
Hessen Cassel Branch	434.77	
Little Turtle Branch	231.20	
Pontiac Branch	17.80	
Shawnee Branch	309.86	
Tecumseh Branch	169.65	
Waynedale Branch	218.85	
Harlan Branch	20.00	
Monroeville Branch	50.00	
New Haven Branch	121.30	
Woodburn Branch	46.60	
Bookmobile #1	26.60	
Bookmobile #2	40.00	
Bookmobile #5	22.00	
Bookmobile #7	14.50	2,754.93
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (H & W)		4,434.26
Copier Receipts		4,298.42
Paper Bag Receipts		37.00
Telephone Pay Station Commission		12.09
Snyder Distributing Co. Commission		10.31
U.P.S. Refund		1.65
Video Tapes		98.60
Fort Wayne Cinema Center		240.00
Subscription Fees		40.00
Books		183.40
Reserve Postals		32.00
Pamphlets		56.43
		$16,884.20

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

July 23, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES JUNE 16 - JULY 10, 1981

June 16	Postage	212	7.75
17	Postage	212	1.03
	Bulletin board material	313	2.34
18	Postage	212	.58
	Sealing mastic	242	2.97
	Librarian's expense (Chicago)	214	22.32
19	Postage	212	1.38
22	Postage	212	1.30
23	Postage	212	.50
25	Postage	212	3.78
26	Postage	212	4.69
29	Postage	212	1.09
July 1	Postage	212	5.42
6	Postage	212	8.76
8	Postage	212	3.98
10	Postage	212	1.98
	Hauling trash	252	5.00
			$74.87

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

FUND TRANSFER RESOLUTION

Whereas, it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; now, therefore:

Section I. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

Library Operating Fund	Amount Requested	Amount Appropriated
3 Supplies		
321 Other Library Supplies	$10,000	$10,000
Total	$10,000	$10,000

Section II. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

Library Operating Fund	Amount Requested	Amount Reduced
3 Supplies		
330 Coal, Fuel Oil & Gas	$10,000	$10,000
Total	$10,000	$10,000

Presented to the Board of Library Trustees of the Allen County Public Library, read in full and adopted this 23rd day of July, 1981, by the following aye

and nay vote.

Aye	Nay
Mary Koehinger	
Dean McMeekan	
Rae Hales	
Lu Ann Beaman	
Gabriel K. Tozzini	

Attest: Rae Hales

Secretary, Board of Library Trustees

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — July 23, 1981

Jankowski Associates, Architects	For services continuing with Carpet II, 6/1 - 6/30, 1981	$ 82.50
American Seating Company	Connector Lock-Circle	73.52
Shambaugh & Son, Inc.	Material and labor furnished for electrical installation for remodeling of albums and recording area	1,624.83
		$1,780.85

Mary Kuehlinger

Jeanne McMahan

Ann Boman

Gabriele K Tazian

APPROVED

Eric J. Adler

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

PHONOGRAPH RECORD ROOM FUND

Public Library Bills — July 23, 1981

Caedmon	Records	$235.74
Encyclopaedia Britannica Educational Corp.	Film	81.00
National Film & Video Center, Inc.	Film	369.50
		$686.24

Mary Kiekenger

Dean DeMotan

Rae Foster

Lillian Beaman

Yakub K. Tajim

APPROVED

Fred J. Alton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills July 23, 1981

Baker & Taylor Company	Books	$2,718.15

Mary Kellogg

Peggy McMahan

Rae Hales

Gilbert Beaman

Jakob K. Tigges

APPROVED

Rick J. Ashton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - RECIPTOCAL BORROWING FUND

Public Library Bills July 23, 1981

Baker & Taylor Company	Books	$11,238.10

Mary Kellogan

Dean Ann Mahan

Rae Nater

Ann Beaman

Judith K. Tyson

APPROVED

Linda J. Ashton

DIRECTOR

AGREEMENT BETWEEN CINEMA CENTER, INC. AND THE ALLEN COUNTY PUBLIC LIBRARY

This Agreement is between the Board of Library Trustees of the Allen County Public Library, as Owner, and Fort Wayne Cinema Center, Inc., as Tenant, for the use of portions of the Owner's premises at 900 Webster Street, Fort Wayne, Indiana, 46802, for the purpose of the Fort Wayne Cinema Center, in association with the Allen County Public Library, showing a film series.

The parties agree as follows:

1. The time when the tenant will be entitled to use the premises are shown on the attached list.

2. The portions of the premises rented are the Multipurpose Room, adjacent Vestibule and food preparation area, and restrooms on the ground floor of the Main Library.

3. The rent is $20.00 per night. The rent is due monthly.

The Tenant will examine the premises and accept the premises in their current condition in advance of the first film showing. The Tenant is responsible for all damage or injury to the premises except for usual wear and tear, and the Tenant is further responsible for all loss or damage sustained by the Tenant and by third persons on the premises in the possession or control of the Tenant. The Tenant will indemnify and hold the Owner harless from all liability to the Tenant and to such third persons for personal injury or property damage.

4. The Owner shall have no duty to repair the premises for the Tenant's use. The Owner shall have the duty to remove snow and ice for the safety of the Tenant and all third persons using the premises at the Tenant's invitation or with the Tenant's permission.

5. The Tenant agrees to carry liability and property damage insurance to protect the Tenant and the Owner.

6. This Agreement may be cancelled by either party by giving thirty (30) days notice in writing. In the event the premises are rendered untenantably by fire or other casulty, this Agreement shall be canceled without notice.

7. The Tenant agrees to observe and cause all others on the premises at the Tenant's invitation or with the Tenant's permission to observe the following rules:

a. No alcoholic beverages or controlled substances shall be permitted on the premises. Any person violating this rule shall be removed from the premises forthwith.

b. There shall be no smoking in the Multipurpose Room. Smoking shall be permitted in the Vestibule. The Tenant shall make an appropriate announcement to enforce this rule.

c. Parking shall be permitted under the Owner's regular parking arrangements.

d. A temporary sign may be placed at the entrance of the premises prior to the events.

e. If the Agreement permits use of storage areas, the Owner will not be responsible for any stored equipment.

f. The Tenant may move and rearrange the Owner's personal property, including Multipurpose Room seating, for its own uses, provided, however, that the Tenant shall be responsible to return such personal property to the places in which it was found or to arrange for normal clean-up and maintenance.

g. Parts of the premises other than those rented may be used by the Owner for its own purposes.

h. Additional rules: The Tenant will pay only for times used.

Dated at Fort Wayne, Indiana, on July 23, 1981.

OWNER

Board of Library Trustees
Allen County Public Library

BY: Mary Koehlinger

Mary Koehlinger
Vice President
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

TENANT

Board of Directors
Fort Wayne Cinema Center, Inc.

BY: MARK R. ROZEEN

Mark R. Rozeen
President
Fort Wayne Cinema Center, Inc.
114 E. Superior Street
Fort Wayne, Indiana 46802
(219) 424-0646

ALL PRESENTATIONS ON SATURDAY EVENING AT 7:30pm

1981

September 19, 26
October 3, 10, 17, 24, 31
November 7, 14, 21, 28
December 5, 12, 19

Midwinter Break

1982

January 16, 23, 30
February 6, 13, 20, 27
March 6, 13, 20, 27
April 3, 10, 17, 24
May 1, 8, 15, 22, 29

Prescribed by State Board of Accounts Library Budget Form No. 1 (Rev.1964)

BUDGET ESTIMATE

The undersigned respectfully submits the following estimate of expenses necessary for the Allen County Public Library for the calendar year ending December 31, 1982.

*Prepare a separate estimate for each fund.

Operating FUND*

	Item	Total Estimate
1. SERVICES PERSONAL		
11 Salary of Librarian		
12 Salary of Assistants		
121 Regular Assistants (COMBINED TOTAL OF 11, 121, 122 & 13)		
122 Substitute and Part Time	2,151,000	
123 Chauffeurs and Collectors		2,151,000
13 Wages of Janitors		
14 Other Compensation		
141 Technical and Professional	14,000	
142 Employer Participation in Group Insurance	88,000	102,000
Total		2,253,000
2. SERVICES CONTRACTUAL		
21 Communication and Transportation		
211 Freight,Express and Drayage	900	
212 Postage	16,000	
213 Telephone Tolls and Telegrams	31,600	
214 Professional Meetings	6,500	
215 Gasoline and Oil	17,500	
216 Other Transportation Expense	1,500	74,000
22 Heat,Light,Power and Water		
221 Electric Current	178,000	
224 Water	5,000	
225 Sewer	4,000	187,000
23 Printing and Advertising		
231 Advertising and Publication of Notices	800	
232 Printing,Other than Office Supplies		800

Substitute and Part Time	2,151,000	
Salaries of Janitors		
Compensation	14,000	
. 142 Employer Participation in Group Insurance	88,000	102,000
		2,253,000
Gasoline and Oil		
Light, Power and Water		
Electric Current		
	4,000	

	Items	Total Estimate
24 Repairs		
241 Buildings and Structures	60,000	
242 Equipment	26,000	
243 Rebinding and Repair of Books and Binding of Magazines and Documents	60,000	
244 Miscellaneous Repairs		146,000
25 Services, Other Contractual		
252 Labor	10,000	
253 Rental on Equipment	28,000	
254 Inter-Library Service		
255 Depository Fees		
256 Service on Mechanical Equipment	62,000	
257 Expense Developing Microfilm	3,000	
258 Accounting Services		103,000
Total		510,800
3. SUPPLIES		
31 Office Supplies		
311 Official Records	300	
312 Stationery and Printing	8,000	
313 Other Office Supplies	5,800	14,100
32 Other Supplies		
320 Photography Supplies	4,900	
321 Other Library Supplies	45,000	
322 Janitors Supplies	22,500	72,400
33 Coal, Fuel Oil and Gas	85,000	85,000
Total		171,500
4. MATERIAL		
41 Building		
411 Branch Buildings		
412 Other Material		

	Items	Total Estimate
44 General		
441 Materials and Parts for Equipment	6,000	
442 Other General Materials	3,000	
Total		9,000
5 CURRENT CHARGES		
51 Insurance and Bond Premiums	48,000	
52 Rents	13,500	
53 Tax and Assessments		
54 Dues	4,000	
55 Employer's Contribution, Retirement, O.A.S.I.	208,600	
56 Transfer to Improvement Reserve Fund		
57 Rent on Books and Music Records Loaned by City		
58 ~~XXXXXXXXXX~~ Unemployment Tax	29,900	
Total		304,000
6. CURRENT OBLIGATIONS		
62 Interest	39,000	
63 Emergency Loans		
Total		39,000
7. PROPERTIES		
71 Buildings, Structures and Improvements		
711 Buildings and Fixed Equipment		
712 Other Structures		
72 Equipment		
721 Furniture	8,000	
722 Office	8,000	
723 Cars	10,000	
724 Other Equipment	31,800	57,800
73 Books, Periodicals, Newspapers, Audio-Visual Materials	765,000	765,000
Total		822,800
. DEBT PAYMENTS		
81 Bonds		
Total		
GRAND TOTAL		4,110,100

The undersigned hereby certifies that the above and foregoing is a true and fair estimate of the probable expense of the Allen County Public Library for the year ending December 31, 19 82, and that according to our best knowledge and belief the amounts named in the various items will be necessary for the proper operation of said library.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Members of Library Board	Members of Library Board

Prescribed by State Board of Accounts Library Budget Form No. 1 (Rev.1964)

BUDGET ESTIMATE

The undersigned respectfully submits the following estimate of expenses necessary for the Allen County Public Library for the calendar year ending December 31, 1982.

*Prepare a separate estimate for each fund.

Bond & Interest Redemption FUND*

	Item	Total Estimate
1. SERVICES PERSONAL		
11 Salary of Librarian		
12 Salary of Assistants		
121 Regular Assistants		
122 Substitute and Part Time		
123 Chauffeurs and Collectors		
13 Wages of Janitors		
14 Other Compensation		
141 Technical and Professional		
142 Employer Participation in Group Insurance		
Total		
2. SERVICES CONTRACTUAL		
21 Communication and Transportation		
211 Freight,Express and Drayage		
212 Postage		
213 Telephone Tolls and Telegrams		
214 Professional Meetings		
215 Gasoline and Oil		
216 Other Transportation Expense		
22 Heat,Light,Power and Water		
221 Electric Current		
224 Water		
225 Sewer		
23 Printing and Advertising		
231 Advertising and Publication of Notices		
232 Printing,Other than Office Supplies		

Library of Congress 1,

Dept. of Assistants

(3) Chauffeurs and Collectors .....

Communication and Transportation

215 Gasoline and Oil .....

Electricity, Power and Water

Water .....

Rent .....

Printing and Advertising

Miscellaneous Expenses .....

	Items	Total Estimate
24 Repairs		
241 Buildings and Structures	_____	
242 Equipment	_____	
243 Rebinding and Repair of Books and Binding of Magazines and Documents	_____	
244 Miscellaneous Repairs	_____	
25 Services, Other Contractual		
252 Labor	_____	
253 Rental on Equipment	_____	
254 Inter-Library Service	_____	
255 Depository Fees	_____	
256 Service on Mechanical Equipment	_____	
257 Expense Developing Microfilm	_____	
258 Accounting Services	_____	
Total		_____
3. SUPPLIES		
31 Office Supplies		
311 Official Records	_____	
312 Stationery and Printing	_____	
313 Other Office Supplies	_____	
32 Other Supplies		
320 Photography Supplies	_____	
321 Other Library Supplies	_____	
322 Janitors Supplies	_____	
33 Coal, Fuel Oil and Gas	_____	
Total		_____
4. MATERIAL		
41 Building		
411 Branch Buildings	_____	
412 Other Material	_____	

	Items	Total Estimate
44 General		
441 Materials and Parts for Equipment		
442 Other General Materials		
Total		
5 CURRENT CHARGES		
51 Insurance and Bond Premiums		
52 Rents		
53 Tax and Assessments		
54 Dues		
55 Employer's Contribution, Retirement, O.A.S.I.		
56 Transfer to Improvement Reserve Fund		
57 Rent on Books and Music Records Loaned by City		
58 ~~XXXXXXXXXX~~ Unemployment Tax		
Total		
6. CURRENT OBLIGATIONS		
62 Interest	153,256	
63 Emergency Loans		
Total		153,256
7. PROPERTIES		
71 Buildings, Structures and Improvements		
711 Buildings and Fixed Equipment		
712 Other Structures		
72 Equipment		
721 Furniture		
722 Office		
723 Cars		
724 Other Equipment		
73 Books, Periodicals, Newspapers, Audio-Visual Materials		
Total		
[illegible]. DEBT PAYMENTS		
81 Bonds	480,000	
Total		480,000
GRAND TOTAL		633,256

The undersigned hereby certifies that the above and foregoing is a true and fair estimate of the probable expense of the Allen County Public Library for the year ending December 31, 1982, and that according to our best knowledge and belief the amounts named in the various items will be necessary for the proper operation of said library.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Members of Library Board	Members of Library Board

Prescribed by State Board of Accounts

Library Budget Form No. 2 (Rev. 1964)

ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUE

From Sources Other Than General Property Taxes

For use in preparation of Estimate of Funds to be Raised, Year 19 82

* Prepare a separate estimate for each fund.

Operating FUND*

Source of Receipts	ESTIMATED AMOUNTS TO BE RECEIVED —A— July 1, 19 81 to Dec. 31, 19 81	—B— Jan. 1, 19 82 to Dec. 31, 19 82	—C— Jan. 1, 19 to June 30, 19
SPECIAL TAXES:			
Intangibles Tax—Banks	16,793	41,131	
Intangibles Tax—Building and Loan			
Vehicle Excise Tax	141,569	353,920	
Total Special Taxes	158,362		
Add Column A to Column B		158,362	
Total, Col. B (Line 8a, Estimate of Funds)		553,413	
ALL OTHER REVENUE:			
Fines	27,500	60,000	
Book Rentals			
Income from Trusts			
Extension Service, Receipts			
(a) County			
(b) Townships (List)			
Rent	2,520	5,040	
Parking Lot Receipts (Light)	12,000	25,000	
Parking Lot Receipts (Harrison & Washington)	25,000	50,000	
Copier Receipts	26,000	57,000	
Miscellaneous	3,500	7,000	
State Distribution	69,427	69,427	
Cable Television Payment	37,653	31,700	
Library Services and Construction Act			
Total Fees and Other Revenue	203,600		
Add Column A to Column B		203,600	
Total, Col. B (Line 8b, Estimate of Funds)		508,767	
Total, Col. C (Line 11, Estimate of Funds)			

NOTE: Col. A is for the period from July 1 to Dec. 31 of the present year.

Col. B is for the period from Jan. 1 to Dec. 31 of the incoming year.

Col. C is for the period from Jan. 1 to June 30 of the year next following the incoming year, and is used in determining the "Operating Balance".

Prescribed by State Board of Accounts

Library Budget Form No. 2 (Rev. 1964)

ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUE

From Sources Other Than General Property Taxes

For use in preparation of Estimate of Funds to be Raised, Year 19 82

* Prepare a separate estimate for each fund.

Bond & Interest Redemp. FUND*

Source of Receipts	ESTIMATED AMOUNTS TO BE RECEIVED —A— July 1, 19 81 to Dec. 31, 19 81		—B— Jan. 1, 19 82 to Dec. 31, 19 82		—C— Jan. 1, 19 ___ to June 30, 19 ___	
SPECIAL TAXES:						
Intangibles Tax—Banks	3,010		7,375			
Intangibles Tax—Building and Loan						
Vehicle Excise Tax	25,390		63,480			
Total Special Taxes	28,400					
Add Column A to Column B			28,400			
Total, Col. B (Line 8a, Estimate of Funds)			99,255			
ALL OTHER REVENUE:						
Fines						
Book Rentals						
Income from Trusts						
Extension Service, Receipts						
(a) County						
(b) Townships (List)						
Library Services and Construction Act						
Total Fees and Other Revenue						
Add Column A to Column B						
Total, Col. B (Line 8b, Estimate of Funds)						
Total, Col. C (Line 11, Estimate of Funds)						

NOTE: Col. A is for the period from July 1 to Dec. 31 of the present year.

Col. B is for the period from Jan. 1 to Dec. 31 of the incoming year.

Col. C is for the period from Jan. 1 to June 30 of the year next following the incoming year, and is used in determining the "Operating Balance".

Prescribed by State Board of Accounts

Library Budget Form No. 3 (Rev. 1964)

NOTICE TO TAXPAYERS OF TAX LEVIES

In the Matter of Determining the Tax Rates for certain Purposes by the Library Board of Allen County, Indiana } Before the Library Board

Notice is hereby given to taxpayers of Allen County Public Library, Allen County, Indiana, that the proper officers of said municipality, at their regular meeting place, will conduct a public hearing on the 1982 budget on August 20, _____, 1981. Following this meeting the aforementioned officers of said municipality will meet, at their regular meeting place, on August 27, 1981, to adopt the following budget:

BUDGET CLASSIFICATION

LIBRARY OPERATING FUND

1. Services Personal	2,253,000
2. Services Contractual	510,800
3. Supplies	171,500
4. Materials	9,000
5. Current Charges	304,000
6. Current Obligations	39,000
7. Properties	822,800
8. Debt Payment	
Total Library Operating Fund	4,110,100

LIBRARY SERVICES AND CONSTRUCTION ACT FUND

1. Services Personal	
2. Services Contractual	
3. Supplies	
4. Materials	
5. Current Charges	
6. Current Obligations	
7. Properties	
8. Debt Payment	
Total Library Services and Construction Act Fund	

_____ FUND

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	

LIBRARY IMPROVEMENT RESERVE FUND

Capital Improvements:

2. Services Contractual	
7. Properties	
Total Library Improvement Reserve Fund	

BOND AND INTEREST REDEMPTION FUND

6. Current Obligations	153,256
8. Debt Payment	480,000
Total Bond and Interest Redemption Fund	633,256

(Complete Detail of Budget estimate may be seen in office of Library)

ESTIMATE OF FUNDS TO BE RAISED FUNDS REQUIRED FOR EXPENSES TO DEC. 31 OF INCOMING YEAR	Library Operating Fund	Improvement Reserve Fund
1. Total budget estimate for incoming year, Jan. 1 to Dec. 31, 19 82, inclusive	4,110,100	
2. Necessary expenditures, July 1 to Dec. 31 of present year, to be made from appropriations unexpended	2,135,761	
3. Additional appropriations to be made July 1 to Dec. 31 of present year	69,427	
4. Outstanding temporary loans to be paid before Dec. 31 of present year (Not included in lines 2 or 3)		
5. Total Funds Required (Add Lines 1, 2, 3, and 4)	6,315,288	
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY		
6. Actual balance, June 30th of present year	815,750	
7. Taxes to be collected, present year (Dec. Settlement)	1,478,476	
8. Miscellaneous revenue to be received July 1 of present year to Dec. 31 of incoming year — Schedules on file		
a. Special taxes	553,413	
b. All other revenue	508,767	
9. Total Funds (Add Lines 6, 7, 8a, and 8b)	3,356,406	
10. NET AMOUNT REQUIRED TO BE RAISED FOR EXPENSE TO DEC. 31 OF INCOMING YEAR (Deduct line 9 from line 5)	2,958,882	
11. Operating Balance (Not in excess of expenses from Jan. 1 to June 30, less misc. revenue for same period	288,478	
12. AMOUNT TO BE RAISED BY TAX LEVY (Add Lines 10 and 11)	3,247,360	

PROPOSED LEVIES

Net Taxable Property 1,363,966,300

FUNDS	Levy on Property	Amount to Be Raised
Library Operating	.23808	3,247,360
Bond and Interest Redemption	.04007	546,573
Total	.27815	3,793,933

COMPARATIVE STATEMENT OF TAXES COLLECTED AND TO BE COLLECTED

(Tabulate below amount to be collected in present year and amounts collected in each of the previous three years.)

FUNDS	Collected 19 78	Collected 19 79	Collected 19 80	To Be Collected 19 81
Library Operating	2,401,552	2,642,657	2,714,439	3,065,231
Bond and Interest Redemption	533,005	539,106	476,043	549,750
Total	2,934,557	3,181,763	3,190,482	3,614,981

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the county auditor not later than two days prior to the second Monday in September, and the levy fixed by the county tax adjustment board, or on their failure so to do, by the county auditor, ten or more taxpayers feeling themselves aggrieved by such levies, may appeal to the state board of tax commissioners for further and final hearing thereon by filing of petition with the county auditor on or before the fourth Monday of September or on or before the tenth day after publication by the county auditor of tax rates charged, whichever date is later, and the state board will fix a date for hearing in this county.

President of Library Board

Secretary of Library Board

Treasurer of Library Board

Dated this 23 day of July, 19 81.

INSTRUCTIONS: The following form of tax levy notice is to be used by each library board authorized by statute to make a tax levy for a Public Library.

(NOTE TO PUBLISHER: Do not publish parenthetical phrases or any items or columnar headings which do not contain figures in the amount columns.)

Bond and Interest Redemption Fund	Library Services and Construction Act Fund	_____ Fund	_____ Fund	_____ Fund	_____ Fund
633,256					
289,827					
923,083					
329,440					
265,165					
99,255					
693,860					
229,223					
317,350					
546,573					

RESOLUTION OF APPROPRIATIONS

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 82, and ending December 31, 19 82, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the fiscal year ending December 31, 1982, the following sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same and subject also to the provisions of section 2 of this resolution. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. Be it further resolved that for the said fiscal year disbursements from appropriations are further limited to the following amounts for the detail accounts listed unless such amounts are increased or decreased by another resolution of the library board. (If within one of the major classifications one or more of the following detail account appropriation balances becomes exhausted, then one or more of the detail account appropriation balances within the same major classification may by resolution of the library board be decreased and transferred to the detail account or accounts which have become exhausted. Neither giving notice to the taxpayers by advertising nor approval by the State Board of Tax Commissioners is required. However, any changes which would require reappropriating and the transferring of a portion of an appropriation balance from one major classification to another major classification would require a resolution by the library board, advertising, submission to the State Board of Tax Commissioners through the County Auditor, public hearing and approval by the State Board of Tax Commissioners.)

Section 3. That for said fiscal year there is hereby appropriated out of the Operating Fund of said library, the following:

Major Classification	Detail Account	Amount
1. Services Personal	11. Salary Librarian	$
	12. Salary Assistants — COMBINED TOTAL OF 11, 12 & 13	2,151,000
	13. Wages Janitors	
	14. Other Compensation	102,000

Members of Library Board

Members of Library Board

RESOLUTION OF APPROPRIATIONS

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 82, and ending December 31, 19 82, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the fiscal year ending December 31, 1982, the following sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same and subject also to the provisions of section 2 of this resolution. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. Be it further resolved that for the said fiscal year disbursements from appropriations are further limited to the following amounts for the detail accounts listed unless such amounts are increased or decreased by another resolution of the library board. (If within one of the major classifications one or more of the following detail account appropriation balances becomes exhausted, then one or more of the detail account appropriation balances within the same major classification may by resolution of the library board be decreased and transferred to the detail account or accounts which have become exhausted. Neither giving notice to the taxpayers by advertising nor approval by the State Board of Tax Commissioners is required. However, any changes which would require reappropriating and the transferring of a portion of an appropriation balance from one major classification to another major classification would require a resolution by the library board, advertising, submission to the State Board of Tax Commissioners through the County Auditor, public hearing and approval by the State Board of Tax Commissioners.)

Section 3. That for said fiscal year there is hereby appropriated out of the Operating Fund of said library, the following:

Major Classification	Detail Account	Amount
1. Services Personal	11. Salary Librarian	$
	12. Salary Assistants — COMBINED TOTAL OF 11, 12 & 13	2,151,000
	13. Wages Janitors	
	14. Other Compensation	102,000
Total Appropriation for Services Personal		$ 2,253,000
2. Services Contractual	21. Communication and Transportation	$ 74,000
	22. Heat, Light, Power, Water	187,000
	23. Printing and Advertising	800
	24. Repairs	146,000
	25. Services, Other Contractual	103,000
Total Appropriation for Services Contractual		$ 510,800
3. Supplies	31. Office Supplies	$ 14,100
	32. Other Supplies	72,400
	33. Coal, Fuel Oil and Gas	85,000
Total Appropriation for Supplies		$ 171,500
4. Material	41. Building	$
	44. Other Materials	9,000
Total Appropriation for Materials		$ 9,000

Major Classification	Detail Account	Amount
5. Current Charges	51. Insurance and Bond Premium	$ 48,000
	52. Rents	13,500
	53. Tax and Assessments	
	54. Dues	4,000
	55. Employer Contribution, Retirement, O.A.S.I.	208,600
	56. Transfer to Improvement Reserve Fund	
	58. Unemployment Tax	29,900
Total Appropriation for Current Charges		$ 304,000
6. Current Obligations	62. Interest	$ 39,000
	63. Loans	
Total Appropriation for Current Obligations		$ 39,000
7. Properties	71. Buildings, Structures and Improvements	$
	72. Equipment	57,800
	73. Books, Periodicals, Newspapers, Audio Visual materials	765,000
Total Appropriation for Properties		$ 822,800
8. Debt Payments	81. Bonds	$
Total Appropriation for Debt Payments		$
Total Appropriations for all Major Classifications		$ 4,110,100

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Section 4, 5 etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of August, 19 81.

Members of Library Board

Members of Library Board

RESOLUTION OF APPROPRIATIONS

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 82, and ending December 31, 19 82, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the fiscal year ending December 31, 19 82, the following sums of money are hereby appropriated and ordered set apart out of the fund herein named and for the purposes herein specified, subject to the laws governing the same and subject also to the provisions of section 2 of this resolution. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. Be it further resolved that for the said fiscal year disbursements from appropriations are further limited to the following amounts for the detail accounts listed unless such amounts are increased or decreased by another resolution of the library board. (If within one of the major classifications one or more of the following detail account appropriation balances becomes exhausted, then one or more of the detail account appropriation balances within the same major classification may by resolution of the library board be decreased and transferred to the detail account or accounts which have become exhausted. Neither giving notice to the taxpayers by advertising nor approval by the State Board of Tax Commissioners is required. However, any changes which would require reappropriating and the transferring of a portion of an appropriation balance from one major classification to another major classification would require a resolution by the library board, advertising, submission to the State Board of Tax Commissioners through the County Auditor, public hearing and approval by the State Board of Tax Commissioners.)

Section 3. That for said fiscal year there is hereby appropriated out of the Bond & Interest Redemption Fund of said library, the following:

Major Classification	Detail Account	Amount
1. Services Personal	11. Salary Librarian	$
	12. Salary Assistants	
	13. Wages Janitors	
	14. Other Compensation	
Total Appropriation for Services Personal		$
2. Services Contractual	21. Communication and Transportation	$
	22. Heat, Light, Power, Water	
	23. Printing and Advertising	
	24. Repairs	
	25. Services, Other Contractual	
Total Appropriation for Services Contractual		$
3. Supplies	31. Office Supplies	$
	32. Other Supplies	
	33.	
Total Appropriation for Supplies		$
4. Material	41. Building	$
	44. Other Materials	
Total Appropriation for Materials		$

Major Classification	Detail Account	Amount
5. Current Charges	51. Insurance and Bond Premium	$
	52. Rents	
	53. Tax and Assessments	
	54. Dues	
	55. Employer Contribution, Retirement, O.A.S.I.	
	56. Transfer to Improvement Reserve Fund	
Total Appropriation for Current Charges		$
6. Current Obligations	62. Interest	$ 153,256
	63. Loans	
Total Appropriation for Current Obligations		$ 153,256
7. Properties	71. Buildings, Structures and Improvements	$
	72. Equipment	
	73. Books, Periodicals, Newspapers, Audio Visual materials	
Total Appropriation for Properties		$
8. Debt Payments	81. Bonds	$ 480,000
Total Appropriation for Debt Payments		$ 480,000
Total Appropriations for all Major Classifications		$ 633,256

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Section 4, 5 etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of August, 19 81.

Members of Library Board

Members of Library Board

Prescribed by State Board of Accounts

Library Budget Form No. 4A (1964)

RESOLUTION OF TAX LEVIES

A resolution Levying Taxes and fixing the Rate of Taxation for the purpose of raising revenue to meet the necessary expense for the fiscal year ending December 31, 19 82.

Be it resolved by the Library Board of Allen County Public Library, _____, Allen County, Indiana, That:

There shall be levied upon each one Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the fiscal year 19 81, to be collected in the year 19 82, the following:

For Library Operating Fund, the sum of 23.808 cents on each one hundred dollars of taxable property.

For Library Bond and Interest Redemption Fund, the sum of 4.007 cents on each one hundred dollars of taxable property.

For Library _____ Fund, the sum of _____ cents on each one hundred dollars of taxable property.

For Library _____ Fund, the sum of _____ cents on each one hundred dollars of taxable property.

For Library _____ Fund, the sum of _____ cents on each one hundred dollars of taxable property.

Total of all levies 27.815 cents on each one hundred dollars of taxable property.

Adopted this 27th day of August, 19 81.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Members of Library Board	Members of Library Board

Prescribed by State Board of Accounts

Library Budget Form No. 5 (Rev. 1964)

CERTIFICATE OF TAX LEVIES

TO THE COUNTY AUDITOR:

The undersigned hereby certifies that the Library Board of Allen County Public Library, _____, Allen County, Indiana, has in accordance with laws pertaining thereto, determined the necessary rates of tax levy for the funds of said library and has ordered and assessed upon each One Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the year 19 81, to be collected in the year 19 82, the following:

For Library Operating Fund, the sum of 23.808 cents on each one hundred dollars of taxable property.

For Library Bond and Interest Redemption Fund, the sum of 4.007 cents on each one hundred dollars of taxable property.

For Library _____ Fund, the sum of _____ cents on each one hundred dollars of taxable property.

For Library _____ Fund, the sum of _____ cents on each one hundred dollars of taxable property.

For Library _____ Fund, the sum of _____ cents on each one hundred dollars of taxable property.

Total of all levies 27.815 cents on each one hundred dollars of taxable property.

Witness our hand and seal this 27th day of August, 19 81.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Members of Library Board

Members of Library Board

Prescribed by State Board of Accounts (Library Budget Form No. 6 (Rev. 1964)

BUDGET SUBMISSION LETTER

To The Auditor of ALLEN **County, Indiana:**

The undersigned herewith submits two copies of the Budget adopted by the Library Board of Allen County Public Library, _____, Allen County, Indiana, for the year ending December 31, 19 82, for filing and presentation to the County Tax Adjustment Board.

The Budget submitted is on forms prescribed by the State Board of Accounts and consists of the following:

1. Form No. 1 — Budget Estimate.
2. Form No. 2 — Estimate of Miscellaneous Revenue.
3. Form No. 3 — Notice to Taxpayers of Tax Levies.
4. Form No. 4 — Resolution of Appropriations.
5. Form No. 4A — Resolution of Tax Lexies.
6. Form No. 5 — Certificate of Tax Levies.
7. Form No. 6 — Budget Submission Letter.

Also submitted are copies of the Proof of publication of published notice to taxpayers. (Two copies from each newspaper.)

Respectfully Submitted,

_____
President of Library Board

_____
Secretary of Library Board

_____
Treasurer of Library Board

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

A Note on Changes in the
Proposed Operating Budget

The initial operating budget proposal presented to the Board of Library Trustees at the June 1981 Board meeting was based on very pessimistic revenue estimates. The availability of mid-year income figures and protected revenues from miscellaneous taxes and other miscellaneous revenue were not available at the time of the June estimate. With those figures now available, it appears that our initial estimates were too pessimistic. Therefore we have been able to allocate an additional $67,200 to several items in the operating budget without changing the proposed local property tax levy figures for 1982. The proposed additions are as follows:

100	Services Personal	$13,000
213	Telephone Tolls and Telegrams	1,000
214	Professional Meetings	2,000
252	Labor, Contractual	1,000
321	Other Library Supplies	2,000
322	Janitors' Supplies	2,000
550	Employer's Contribution, Retirement, OASI	1,200
721	Furniture	2,000
722	Office Equipment	2,000
724	Other Equipment	6,000
730	Books and Other Library Materials	35,000
	Total	$67,200

These additional allocations increase the total budget proposal to $4,110,100, an increase of 1.7% over the June proposal. This brings the proposed budget increase for 1982 to 7.7% greater than 1981.

Prescribed by State Board of Accounts

Library Budget Form No. 3 (Rev. 1964)

NOTICE TO TAXPAYERS OF TAX LEVIES

In the Matter of Determining the Tax Rates for certain Purposes by the Library Board of Allen County, Indiana } Before the Library Board

Notice is hereby given to taxpayers of Allen County Public Library, Allen County, Indiana, that the proper officers of said municipality, at their regular meeting place, will conduct a public hearing on the 1982 budget on August 20, , 1981. Following this meeting the aforementioned officers of said municipality will meet, at their regular meeting place, on August 27, 1981, to adopt the following budget:

BUDGET CLASSIFICATION

LIBRARY OPERATING FUND

1. Services Personal	2,253,000
2. Services Contractual	510,800
3. Supplies	171,500
4. Materials	9,000
5. Current Charges	304,000
6. Current Obligations	39,000
7. Properties	822,800
8. Debt Payment	
Total Library Operating Fund	4,110,100

LIBRARY SERVICES AND CONSTRUCTION ACT FUND

1. Services Personal	
2. Services Contractual	
3. Supplies	
4. Materials	
5. Current Charges	
6. Current Obligations	
7. Properties	
8. Debt Payment	
Total Library Services and Construction Act Fund	

_____ FUND

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
Total	

LIBRARY IMPROVEMENT RESERVE FUND

Capital Improvements:

2. Services Contractual	
7. Properties	
Total Library Improvement Reserve Fund	

BOND AND INTEREST REDEMPTION FUND

6. Current Obligations	153,256
8. Debt Payment	480,000
Total Bond and Interest Redemption Fund	633,256

(Complete Detail of Budget estimate may be seen in office of Library)

ESTIMATE OF FUNDS TO BE RAISED FUNDS REQUIRED FOR EXPENSES TO DEC. 31 OF INCOMING YEAR	Library Operating Fund	Improvement Reserve Fund
1. Total budget estimate for incoming year, Jan. 1 to Dec. 31, 19 82, inclusive	4,110,100	
2. Necessary expenditures, July 1 to Dec. 31 of present year, to be made from appropriations unexpended	2,135,761	
3. Additional appropriations to be made July 1 to Dec. 31 of present year	69,427	
4. Outstanding temporary loans to be paid before Dec. 31 of present year (Not included in lines 2 or 3)		
5. Total Funds Required (Add Lines 1, 2, 3, and 4)	6,315,288	
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY		
6. Actual balance, June 30th of present year	815,750	
7. Taxes to be collected, present year (Dec. Settlement)	1,478,476	
8. Miscellaneous revenue to be received July 1 of present year to Dec. 31 of incoming year — Schedules on file		
a. Special taxes	553,413	
b. All other revenue	508,767	
9. Total Funds (Add Lines 6, 7, 8a, and 8b)	3,356,406	
10. NET AMOUNT REQUIRED TO BE RAISED FOR EXPENSE TO DEC. 31 OF INCOMING YEAR (Deduct line 9 from line 5)	2,958,882	
11. Operating Balance (Not in excess of expenses from Jan. 1 to June 30, less misc. revenue for same period	288,478	
12. AMOUNT TO BE RAISED BY TAX LEVY (Add Lines 10 and 11)	3,247,360	

PROPOSED LEVIES

Net Taxable Property 1,363,966,300

FUNDS	Levy on Property	Amount to Be Raised
Library Operating	.23808	3,247,360
Bond and Interest Redemption	.04007	546,573
Total	.27815	3,793,933

COMPARATIVE STATEMENT OF TAXES COLLECTED AND TO BE COLLECTED

(Tabulate below amount to be collected in present year and amounts collected in each of the previous three years.)

FUNDS	Collected 19 78	Collected 19 79	Collected 19 80	To Be Collected 19 81
Library Operating	2,401,552	2,642,657	2,714,439	3,065,231
Bond and Interest Redemption	533,005	539,106	476,043	549,750
Total	2,934,557	3,181,763	3,190,482	3,614,981

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the county auditor not later than two days prior to the second Monday in September, and the levy fixed by the county tax adjustment board, or on their failure so to do, by the county auditor, ten or more taxpayers feeling themselves aggrieved by such levies, may appeal to the state board of tax commissioners for further and final hearing thereon by filing of petition with the county auditor on or before the fourth Monday of September or on or before the tenth day after publication by the county auditor of tax rates charged, whichever date is later, and the state board will fix a date for hearing in this county.

President of Library Board

Secretary of Library Board

Treasurer of Library Board

Dated this 23 day of July, 19 81.

INSTRUCTIONS: The following form of tax levy notice is to be used by each library board authorized by statute to make a tax levy for a Public Library.

(NOTE TO PUBLISHER: Do not publish parenthetical phrases or any items or columnar headings which do not contain figures in the amount columns.)

Bond and Interest Redemption Fund	Library Services and Construction Act Fund	_____ Fund	_____ Fund	_____ Fund	_____ Fund
633,256					
289,827					
923,083					
329,440					
265,165					
99,255					
693,860					
229,223					
317,350					
546,573					

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

21 August 1981

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/CA

Re: The 27 August regular Board Meeting

The Board of Library Trustees will meet in regular session on Thursday, 27 August 1981, at 3:00 p.m. in the Board Room of the Main Library. The enclosed materials will help you prepare for that meeting.

1. Agenda.

2. Minutes of the 23 July 1981 regular Board meeting and the 20 August 1981 public hearing on the 1982 Library budget.

3. An additional appropriation resolution.

4. A report on the Summer Reading Program.

5. A memorandum on the agreement between the Allen County Public Library and Theatre For Ideas.

6. A report and recommendation concerning employee group health insurance.

7. Bills and other financial reports.

8. A Friends of the Allen County Public Library membership form (PLEASE JOIN THE FRIENDS).

9. A copy of Openers, a newspaper published by the American Library Association (see Page 2, column 1).

10. A memorandum on real estate matters.

I look forward to seeing you at the meeting next Thursday.

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
27 August 1981
3:00 p.m., Board Room, Main Library, 900 Webster Street
Fort Wayne, Indiana 46802

1. Adoption of the Agenda.

2. Approval of the Minutes of the 23 July 1981 regular Board meeting and the 20 August 1981 public hearing on the 1982 Library budget.

3. Public hearing on the additional appropriation of $69,427.

4. Adoption of the additional appropriation resolution.

5. Adoption of the 1982 Library Operating Budget and Levy and Bond and Interest Redemption Fund Budget and Levy.

6. Report on Georgetown Branch Library building matters. Mr. Tazian.

7. Report of the Director.
   a. Summer Reading Program
   b. Friends of the Library
   c. Five-Year Plan
   d. Other

8. Approval of extension of the agreement between the Allen County Public Library and Theatre For Ideas to 31 December 1981.

9. Approval of a report and recommendation on employee group health insurance.

10. Approval of appointment of the following salaried employees:

    1. John Dickmeyer, manager of Government Documents and Law Library, $17,500
    2. Michael Clegg, reference librarian, Genealogy Department, $15,300
    3. James R. Ihrie, public access coordinator, Telecommunication Center, $14,000

11. Approval of payment of the following bills:

Operating Fund	$115,455.37
Lincoln National Life Insurance Co.	2,455.75
Blue Cross Hospital Service	4,789.80
Library Building and Equipment Fund	3,368.00
PERF - OASI Division	16,341.36
Indiana and Michigan Electric Co.	12,466.73
Indiana Employment Security Division	865.12
Rick J. Ashton (Raven Balloon Port of Fort Wayne, Inc.)	200.00

12. Other Business.

13. Adjournment.

14. Executive Session concerning potential sale of real estate.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

27 August 1981

The Board met in regular session in the Board Room of the Main Library, 900 Webster St., Fort Wayne, Indiana at 3:00 p.m. on 27 August 1981. Members present were: Mr. George Mather, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mr. Alan McMahan, Mrs. Patricia Vogel Beers, and Mr. Zohrab Tazian. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 23 July 1981 regular Board meeting and the 20 August 1981 public hearing on the 1982 Library budget. The Board approved the Minutes as circulated.
3. Public hearing on the additional appropriation of $69,427. Mr. Mather called the hearing to order. No person appeared to speak to the Board on the additional appropriation.
4. Adoption of the additional appropriation resolution. The Board adopted the additional appropriation resolution, as appended to these Minutes.
5. Adoption of the 1982 Library Operating Budget and Levy and the Bond and Interest Redemption Fund Budget and Levy. The Board adopted the 1982 Library Operating Budget and Levy and the Bond and Interest Redemption Fund Budget and Levy as advertised.
6. Report on Georgetown Branch Library building matters. Mr. Tazian reported that progress has been made in the preparation of specifications for replacement of the Georgetown Branch Library roof. He reported plans for a meeting to be held 6 September with the Director, consultants, and himself to give further consideration to the specifications. Mr. Tazian read a letter from Carl Bradley, architect of the Georgetown Branch Library, stating that the roof of the building does not leak. Mr. Tazian indicated

that he had not discussed the matter with Mr. Bradley and that he would not do so without the advice of the Library Board's legal counsel.

7. Report of the Director. Dr. Ashton reported on the following matters:

   a. Summer Reading Program. 4880 children enrolled in the Allen County Public Library Summer Reading Program for 1981. During the two-month period of the Summer Reading Program, the Allen County Public Library loaned 210,908 children's books, an increase of 27.3 per cent over the same period in 1980.

   b. Friends of the Library. The Friends now have over 100 members. They are planning a book sale for 1-3 October.

   c. Five-Year Plan. Dr. Ashton spoke on the substance of the Five-Year Plan. The Board directed him to propose a date for a more extended meeting with the Board and Staff.

   d. Other. Dr. Ashton introduced G. Stanley Hood, newly-appointed Attorney to the Board.

8. Approval of extension of the agreement between the Allen County Public Library and Theatre For Ideas to 31 December 1981. The Board approved the extension of the agreement with Theatre For Ideas to 31 December 1981.

9. Approval of a report and recommendation on employee group health insurance. After a discussion of the report, the Board approved its recommendation that the Allen County Public Library continue its contract with Blue Cross/Blue Shield at an individual rate of $34.50 per month and family plan rate of $90.50 per month for the period 1 November 1981 - 31 October 1982.

10. Approval of appointment of the following salaried employees:

    1. John Dickmeyer, manager of Government Documents and the Law Library, $17,500

    2. Michael Clegg, reference librarian, Genealogy Department, $15,300

    3. James R. Ihrie, public access coordinator, Telecommunication Center, $14,000

The Board approved the three appointments.

11. Approval of payment of the following bills:

Operating Fund	$115,455.37
Lincoln National Life Insurance Co.	2,455.75
Blue Cross Hospital Service	4,789.80
Library Building and Equipment Fund	3,368.00
PERF - OASI Division	16,341.36
Indiana and Michigan Electric Co.	12,466.73
Indiana Employment Security Division	865.12
Rick J. Ashton (Raven Balloon Port of Fort Wayne, Inc.)	200.00

The Board approved payment of the bills as submitted.

12. Other business. None.

13. Adjournment. The Board adjourned.

14. The Board convened in executive session to discuss potential sale of real estate.

MINUTES

PUBLIC HEARING ON THE BUDGET

20 August 1981

The Board of Library Trustees of the Allen County Public Library held a public hearing to receive testimony concerning the advertised 1982 Library operating budget and tax levy and Bond and Interest Redemption Fund budget and tax levy at 3:00 p.m. in the board room of the Main Library. Members present: Mr. George R. Mather, Mrs. Lu Ann Beaman.

Mr. Mather called the hearing to order at 3:00 p.m. No person appeared to speak to the board concerning the proposed budgets and tax levies. Mr. Mather adjourned the hearing at 3:15 p.m.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

21 August 1981

MEMO

To: All Library Board Members

From: Charlene P. Holly and Rick J. Ashton

Re: Report and Recommendation on the Employee Group Health Insurance Plan

In order to provide adequate health insurance coverage for Library employees at the lowest cost to the Library, we invited several companies to submit proposals for a group health insurance program. In July 1981, we invited Lincoln National Life, Lubke-Rice Associates, Metropolitan Life, Leland Smith Agency, Aetna, Prudential, Connecticut General, and Blue Cross/Blue Shield, the Library's present health insurance carrier.

We asked these companies to submit proposed cost figures for a plan similar to the one which the Library currently carries as well as figures for specified additional and increased coverages. We also asked each company to answer a number of general questions concerning the administration of the account, charges for contract cancellation, determination of final claim liability, return of excess reserves, and provision of history of the experience account.

Six of the firms which had been invited submitted proposals. Two proposals, from the Richter/Robb Group and Tolley of America, both self-funding groups, did not detail an insurance plan. They submitted

estimates of maximum liability which were clearly not competitive with conventional insurance rates. Aetna and Mutual Security Life proposed plans which differed greatly from the specifications and were therefore not comparable to the other submitted plans. Lincoln National Life and Blue Cross/Blue Shield submitted plans most similar to our present plan and meeting our other specifications.

The principal difference between the Lincoln National Life proposal and the Blue Cross/Blue Shield proposal is cost. The cost of an individual membership in the proposed Lincoln National Life plan is $39.50 per month; the cost of an employee/dependent membership is $104.21 per month. The same memberships in the proposed Blue Cross/Blue Shield plan are $34.50 and $90.50, respectively. The proposed Blue Cross/Blue Shield rates represent a 15% reduction in the rates from those of the current 1980-1981 period and are an average of 12.8% less than the proposed Lincoln National Life rates. Based on the number and profile of the current insured Library staff population, the yearly premium for Blue Cross/Blue Shield will be $56,658.

We recommend that the Allen County Public Library continue its contract with Blue Cross/Blue Shield at the individual and family plan rates quoted above for the period 1 November 1981-31 October 1982.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

21 August 1981

MEMO

To: All Library Board Members

From: Rick Ashton

Re: Extension of the Agreement Between the Allen County Public Library and Theatre For Ideas

On 22 August 1980, the Board of Library Trustees approved an agreement between the Allen County Public Library and Theatre For Ideas for use of portions of the Main Library building for presentation of public programs and public discussions and use of office space.

That agreement expires on 30 September 1981. Theatre For Ideas has received an extension of its grant period through 15 November 1981. The attached letter from the Indiana Committee for the Humanities to Theatre For Ideas indicates this extension. Theatre For Ideas has requested the extension of the agreement between the Library and Theatre For Ideas through 31 December 1981 for the purpose of presenting several additional public programs and finishing responsibilities of reporting and recordkeeping related to the grant under which it has been operating.

In view of the success of the Theatre For Ideas programs and the cooperativeness of Theatre For Ideas personnel as tenants in Library space, I would recommend that the Board approve the requested extension. The extension might take the following form:

> "RESOLVED, the Board of Library Trustees of the Allen County Public Library hereby authorizes the extension of the agreement between the Allen County Public Library and Theatre For Ideas, Inc., for use of Library space by Theatre For Ideas, as detailed in the agreement approved 22 August 1980."

Fact Sheet on the Summer Reading Program
ALLEN COUNTY PUBLIC LIBRARY

4880 children enrolled in the Allen County Public Library Summer Reading Program for 1981. A total of 3002 children, ages newborn to 14, each read 10 or more books during the eight-week period of the program, which was carried on at the Main Library, 11 branch libraries, and five bookmobiles in Allen County. The activity of the summer readers had a major impact on circulation statistics in the Library system for the months of June and July. The Children's Services Department of the Main Library lent 11,744 books in June, an increase of 134.8 per cent over the previous June. The bookmobiles showed a nine per cent increase, with a combined circulation to children of 18,788 in June. The 11 branch libraries lent 83,477 books in June, a 50 per cent increase over the same month in 1980. For July, Children's Services at the Main Library registered 10,733 loans, an increase of 84.9 per cent over the previous year. The bookmobiles lent fewer books in July 1981 than July 1980, lending 17,032, for a reduction of 13 per cent, while the branches as a group registered a 11.3 per cent gain for July 1981, lending 69,134 children's books during the month.

Overall, during the two-month period of the Summer Reading Program, the Allen County Public Library loaned 210,908 children's books, an increase of 27.3 per cent over the same period in 1980.

The 100 participants in the Summer Reading Program who won drawings for a tethered hot air balloon ride as prizes for their participation are still waiting to collect on their prize. Windy weather has forced cancellations on two occasions when the ascents were scheduled. New dates are scheduled in September.

[illegible] children enrolled in the Allen County Public Library Summer Reading Program for 1971. A total of 3002 children, age range 6 to 14, each read 10 or more books during the clubhouse period of the program, which was carried on at two main library, 11 branch libraries, and five bookmobiles in Allen County. The activity of the summer months had a major impact on circulation statistics in the Library's system for the months of June and July. The Children's Services department at the Library lent 11,744 books in June, an increase of 1[illegible]% over the previous year. The bookmobiles showed similar increases, with a combined circulation of 14,[illegible] in June. The 11 branch libraries lent [illegible] books in June, a 50 per cent increase over the same month in 1970. In July, children's circulation at the main library registered 10,[illegible] loans, an increase of [illegible] per cent over the previous year. The bookmobiles lent [illegible] books in July that year; in 1970, lending [illegible] was a reduction of 17 per cent, while the branches as a group registered a 1[illegible].2 per cent decrease. Looking ahead, [illegible] children's books during the month.

[illegible], during the two month period of the Summer Reading Program, the Allen County Public Library loaned 210,[illegible] children's books, an increase of [illegible] per [illegible].

The 100 participants in the Summer Reading Program who were lucky enough to be selected for an air balloon ride as prizes for their participation are still waiting [illegible]. Windy weather has forced cancellations on two [illegible] scheduled. New dates are scheduled in September.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

21 August 1981

MEMO

To: All Library Board Members

From: Rick Ashton

Re: Potential Change of Location of the New Haven Branch Library

The Library has been offered an opportunity to improve the location of the New Haven Branch Library by locating in leased space in the Lincoln Park Plaza Shopping Center at the west edge of New Haven. A vacant store building in this shopping center, owned by Louis Delagrange, is available for Library use. I have held preliminary discussions with Mr. Delagrange and his representative, Virgil Brockman, concerning this space, which has several advantages over the present downtown New Haven location. The store space has free and abundant parking, 3100 square feet of floor space as opposed to about 1400 feet of floor space in the present location, a grade-level entryway, and a location in a high-traffic shopping area which is anchored by a Kroeger Supermarket and a Wallgreen Drugstore.

Several questions need to be answered before a decision to relocate the New Haven Branch can be made: What will the rental cost be? What disposal can be made of the present New Haven Branch property? What will the costs of renovating the store space for Library use be? What are utility costs likely to be? What staffing level and staffing pattern are necessary to operate in the new location? What kind of a lease is available? What commitments do Kroeger and Wallgreen have to remaining in this shopping center?

I request permission from the Board to pursue answers to some of these questions. I believe we need one or more official real estate appraisals of the present New Haven property. In addition, I would like to engage an architect to make preliminary cost estimates on the necessary renovation of the shopping center space. I would propose to contact Jankowski Associates for this preliminary service. With the help of Mr. McMahan and others, I would like to investigate the firmness of the Kroeger and Wallgreen commitments to Lincoln Park Plaza. I would like to hold further discussions with Mr. Brockman concerning the rent and lease conditions. With preliminary answers in these areas, I will be able to advise the Board on the appropriateness of this possible move.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

August 27, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

JULY 1981

Main Library Fines		$1,679.03
Georgetown Branch Library	968.44	
Hessen Cassel Branch	393.87	
Little Turtle Branch	230.35	
Pontiac Branch	24.35	
Shawnee Branch	246.97	
Tecumseh Branch	159.30	
Waynedale Branch	225.40	
Harlan Branch	12.00	
Monroeville Branch	43.00	
New Haven Branch	103.60	
Woodburn Branch	22.50	
Bookmobile #2	15.00	
Bookmobile #4	41.25	
Bookmobile #5	23.70	
Bookmobile #7	33.00	2,542.73
Rent (Tri-Alsa)		300.00
Rent (Shuman's IGA)		120.00
Parking Lot Receipts (Light)		2,145.82
Parking Lot Receipts (H & W)		4,197.85
Copier Receipts		4,549.30
Mileage INCOLSA		43.20
Telephone Pay Station Commission		21.97
Snyder Distributing Co. Commission		13.40
Nitz Distributors Commission		15.87
Subscription Fees		40.00
Video Tapes		21.90
Printing		25.00
Piano Use fee		10.00
Paper Bag Receipts		34.00
Books		363.96
Reserve Postals		16.00
Pamphlets		58.75
		$16,198.78

APPROVED

DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

August 27, 1981

RICK J. ASHTON
DIRECTOR

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES JULY 13 - AUGUST 15, 1981

July 13	Postage	212	1.52
15	Postage	212	1.70
16	Balloons	321	2.88
17	Postage	212	2.73
20	Air freshner	216	1.76
21	Postage	212	2.53
22	Postage	212	.59
23	Postage	212	1.38
24	Postage	212	1.21
25	Transformer	242	2.90
27	Postage	212	.57
29	Postage	212	2.92
	Hauling trash	252	6.00
31	Postage	212	2.81
	Keys	322	4.77
Aug. 3	Postage	212	7.23
4	Postage	212	6.15
5	Postage	212	7.02
6	Postage	212	7.10
7	Postage	212	7.47
10	Postage	212	2.12
14	Postage	212	8.41
			$81.77

APPROVED

DIRECTOR

FORT WAYNE PUBLIC LIBRARY, FORT WAYNE, INDIANA

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills — August 27, 1981

Jankowski Associates, Architects	Professional services through July 31, 1981	$ 45.00
C. H. Kraus Sheet Metal, Corp.	Re: Control Room 111, sheet metal ductwork, duct liner, grilles and diffusers, VAV box, exhaust fan, electrical wiring and controls	2,615.00
McKay Electric Company, Inc.	Move electrical outlets in TV studio	708.00
		$3,368.00

Dean McMahan

Patricia Bess

J. P. Mitchell

Mary Zehringer

Gordon K. Tassins

Lu Ann Beamer

APPROVED

DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

August 1981

"FLOAT FREE - READ!"
1981 Summer Reading Program
Final Report and Evaluation

THE PURPOSE

The purpose of "FLOAT FREE - READ!" was to encourage children to maintain and improve their reading skills and to develop an appreciation for the joys of reading. From the Library's point of view, the purpose of "FLOAT FREE - READ!" was to increase circulation figures and to increase the public's awareness of services, such as a children's reading program, that the Library can provide.

The 1981 Summer Reading Program was developed by Tri-ALSA for statewide use. Allen County Public Library elected to adapt these materials for use in its own program. Most of the materials which we needed (all except the Reading Record Bookmarks and the prizes) were provided in the form of camera-ready copy; the ACPL print shop did an excellent job of printing the materials for us. Carol Skinner, a pro--fessional artist did the art work for this year's program. Hot air ballooning was an extremely popular and timely logo to use.

Children were encouraged to register in advance for the program (May 4 - June 19). To advertize the program, promotional materials were taken to elementary schools by ACPL agency librarians. Posters were placed in and near the libraries and bookmobile stops. There were spot announcements on local radio.

For each book checked out between June 1 and July 23, participating children were given a Reading Record Bookmark; these were used by librarians to keep track of each book that a child read. In all agencies a record of the number of books read by each child was publically displayed. Children were encouraged to read at or above their grade level. They were allowed to check out books from any library agency; however, they were required to return them to the agency where they originally registered for purposes of record keeping. Preschool children were

allowed to register this year if parents, siblings, friends, etc., were willing to read to them.

PARTICIPATION

Children's Services, all Branches and Bookmobiles encouraged children to participate. 4880 children signed up for "FLOAT FREE - READ!" We gave out slightly over 3,000 prizes. Kids who read 10 or more books received a prize. The June 1981 juvenile circulation in branches showed a 50% increase over June of 1980. The July 1981 juvenile circulation in branches showed a 20% increase over July of 1980.

Several branches showed movies midway through the program; two branches had moonwalks donated by the Parks and Recreation Department; and one had a theater workshop for kids. All branches and Children'sServices had their awards parties during the two weeks following the program. Bookmobile children attended the Children's Services party in the new auditorium of the Main Library. Entertainment was provided, refreshments were served, then prize packets were distributed.

Randal Gillen provided storytelling and singing for Harlan, Monroeville, Woodburn, and Waynedale. Clowns of Calvary did shows for New Haven and Shawnee. Ernie Johnson performed magic in the lawn at Hessen Cassel. Mary Anders and another clown demonstrated putting on clown make-up, and Mr. Anders demonstrated Tai-kwondo at Tecumseh. The Parks and Recreation Department donated a moonwalk for Pontiac. A clown group consisting of Little Missi, Sege, and So & So performed 3 shows at Georgetown. Rick Reader performed magic at Little Turtle. For Children's Services Steve Ridel did mime and Mr. & Ms. Wells brought zoo animals (a wallaby, macaw, porcupine, parot, boa constrictor, and baby llama).

PRIZES

The Reading Program this year was less competitively oriented than last year's program. There were no prizes given to kids who had read the most books. (A boy from Children's Services received an honorary trophy for having read more than 900 books.) Anyone in any grade who read 10 or more books received a prize which contained items of increasing cost for greater quantities of books read.

A tethered hot air balloon ride was offered as a grand prize to 100 children who qualified for Prizes # 1, 2, or 3. Each agency had at least 2 children as winners of this prize.

A random drawing was held at each final party to determine winners of the balloon ride. The number of names drawn at each agency was pro-rated according to the number of children in the agency who qualified for a prize and the total number of children in the entire program who qualified for prizes.

IMPROVEMENTS

We had fewer problems this year as compared to last. We started planning early enough to have all materials printed and/or prepared ahead of time. Rules and procedures were clearly defined and the staff were properly prepared.

The program as a whole was less competitive than last year and more children had a chance for a prize; the balloon ride was based strictly upon chance rather than straight competition. Most people found this to their liking.

PROGNOSIS

We could use a simpler method for record keeping; it was still cumbersome for librarians to keep track of the number of books children read. Perhaps a microcomputer in each branch would relieve that problem.

An even less competitive approach to reading could be taken in the program next year. Hopefully we will involve many more children who will read for the sake of reading and not just for a prize.

Plans are in the making for the statewide 1982 Summer Reading Program, the theme of which is still being decided. This year's program was very successful. Future efforts should be made to retain more of an increase in reading after the program. With more streamlining and refining, next year's program should be even more successful for both children and librarians.

NOTICE TO BOOK BINDERS

The Board of Library Trustees of the Allen County Public Library will receive bids for furnishing book binding to the Allen County Public Library for the year 1982 until 3:00 p.m., EST, Thursday September 24, 1981 at the Woodburn Branch Library, 4409 Bull Rapids Rd., Woodburn, Indiana. No bids will be accepted after that time. The bids will be opened and publicly read aloud at a meeting of the Board of Library Trustees on September 24, 1981.

The bidding shall be in conformance with specifications and instructions to bidders on file in the office of the Director of the Allen County Public Library, 900 Webster St., Fort Wayne, Indiana.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Library Trustees
The Allen County Public Library

Sept. 14, 21, 1981

NOTICE TO FUEL OIL DEALERS

The Board of Library Trustees of the Allen County Public Library will receive bids for furnishing fifty thousand (50,000) gallons more or less of fuel oil for delivery from October 1, 1981 through July 1982 until 3:00 p.m., EST, Thursday, September 24, 1981 at the Woodburn Branch Library, 4409 Bull Rapids Rd., Woodburn, Indiana. No bids will be accepted after that time. The bids will be opened and publicly read aloud at a meeting of the Board of Library Trustees on September 24, 1981.

The bidding shall be in conformance with the specifications on file at the office of the Director of the Allen County Public Library, 900 Webster St., Fort Wayne, Indiana.

The Library Board reserves the right to reject any and all bids; is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bids shall be withdrawn after the opening of bids without the consent of the Library Board for a period of thirty days after the date of receiving bids.

Board of Library Trustees
The Allen County Public Library

Sept. 14, 21, 1981

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
24 September 1981
3:00 P.M., WOODBURN BRANCH LIBRARY, 4409 Bull Rapids Road, Woodburn, Indiana 46797

1. Adoption of the Agenda.

2. Approval of the Minutes of the 27 August 1981 regular Board meeting.

3. Opening of bids for the bindery contract and awarding of the contract.

4. Opening of bids for the fuel oil contract and awarding of the contract.

5. Report of the Director.
   a. Planning Process.
   b. Friends of the Allen County Public Library Book Sale.
   c. Other.

6. Adoption of a resolution to appeal the Library's 1982 operating levy and tax rate.

7. Adoption of a resolution to transfer $14,000 from budget category 723, cars to budget category 724, other equipment.

8. Adoption of the resolution to advertise for a temporary loan.

9. Approval of Library Services and Construction Act contracts for the fiscal year beginning 1 October 1981.

10. Approval of proposed lease with Michael Lyle Klemm.

11. Report on meeting room use.

12. Approval of the following salaried appointment:
    Scott Mertz, Shawnee Branch Library, $8,600.

13. Approval of payment of the following bills:

Operating Fund	$75,334.98
Library Building and Equipment Fund	3,109.00
LSCA - Reciprocal Borrowing Fund	381.90
PERF - OASI Division	10,837.67
Indiana and Michigan Electric Co.	12,175.68
University of Notre Dame CCE	495.00
Blue Cross Hospital Service	4,872.00
Lincoln National Life Insurance Co.	2,526.21
Indiana Employment Security Division	743.90

14. Other Business.

15. Adjournment

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

18 September 1981

To: All Library Board Members

From: Rick Ashton RJA/cma

Re: The Regular Board Meeting, 24 September 1981

The Board of Library Trustees of the Allen County Public Library will meet at 3:00 p.m. on Thursday 24 September 1981 at the Woodburn Branch Library. The Woodburn Branch Library is located on Bull Rapids Road in downtown Woodburn, just north of Main Street. You can reach the Woodburn Branch Library by traveling east on U.S. 30 through New Haven and proceeding several miles farther east. Turn left on Indiana Route 101 from U.S. 30 and follow 101 to Woodburn. In downtown Woodburn at the principal intersection, turn left on Bull Rapids Road. The Woodburn Branch Library is located in a storefront on the left hand side of the road about one block from the principal intersection. You can park in the municipal parking lot directly across the street from the branch library. If you cross the railroad tracks heading north on Bull Rapids Road, you have gone too far.

The telephone number of the Woodburn Branch Library is 632-4712, to be called for rescue purposes if you cannot find Woodburn or the branch.

The enclosed materials are provided to assist you in preparing for the meeting.

1. Agenda.

2. Minutes of the 27 August 1981 regular Board meeting.

3. A memorandum on the Library Services and Construction Act contracts.

4. A memorandum on the proposed lease with Michael Lyle Klemm.

5. A proposed resolution of appeal of the Library's operating levy for 1982.

6. A proposed resolution for an internal transfer of funds.

7. A report on meeting room use.

8. Bills and other financial reports.

I hope to see you next Thursday in Woodburn.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

24 September 1981

The Board met in regular session at the Woodburn Branch Library, 4409 Bull Rapids Road, Woodburn, Indiana at 3:00 p.m. on 24 September 1981. Members present were: Mr. George Mather, Mrs. Mary Koehlinger, Mrs. Lu Ann Beaman, Mrs. Rae Gates, and Mrs. Patricia Vogel Beers. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the agenda as circulated.

2. Approval of the Minutes of the 27 August 1981 regular Board meeting. The Board approved the Minutes as circulated.

3. Opening of bids for the bindery contract and awarding of the contract. The following bids were opened and read aloud:

	CRAWFORD BINDERY	HECKMAN BINDERY	BERRIEN BINDERY
BOOKS			
Up to and including 8"	3.00	2.95	2.85
Over 8" and including 9"	3.11	2.95	2.85
Over 9" and including 10"	3.22	2.95	2.85
Over 10" and including 12"	3.38	2.95	2.85
Over 12" in height	1.25 per inch	2.95	2.85
PERIODICALS			
Up to and including 10"	4.99	4.95	4.85
Over 10" and including 12"	5.40	4.95	4.85
Over 12" and including 14"	5.98	4.95	4.85
Over 14" in height	1.50 per inch	4.95	4.85

The Board awarded the contract to Berrien Bindery as the low bidder.

4. Opening of bids for the fuel oil contract and awarding of the contract. The following bids were opened and read aloud:

McIntosh Energy Co.	$1.07 per gallon
Lassus Fuel Co.	$1.08 per gallon
Smith Petroleum Inc.	$1.075 per gallon

The Board awarded the contract to McIntosh Energy Co. as the low bidder.

5. Report of the Director. Dr. Ashton reported on the following matters:

   a. Planning Process. A meeting with the Board and senior staff of

the Library about the Five-Year Plan is set for 1 October at 3:30 p.m. in the Board Room of the Main Library.

b. Friends of the Allen County Public Library Book Sale. The book sale will be held 1-3 October at the Main Library. The Friends expect to sell about 25,000 books. Used encyclopedias will be auctioned at 2:00 p.m. Friday 2 October.

c. Other. Two weeks ago a Library-owned 1973 Ford was stolen off the lot and demolished. The insurance company paid $550.00. The vehicle will not be replaced.

6. Adoption of a resolution to appeal the Library's 1982 operating levy and tax rate. The Board adopted the resolution to appeal, as appended to these minutes.

7. Adoption of a resolution to transfer $14,000 from budget category 723, cars, to budget category 724, other equipment. The Board approved the transfer resolution, as appended to these minutes.

8. Adoption of the resolution to advertise for a temporary loan. The Board adopted the following resolution:

   RESOLVED, the Board of Library Trustees of the Allen County Public Library hereby authorizes the director of the Allen County Public Library to advertize for proposals for a temporary loan of $950,000 from local financial institutions to be opened at the 22 October 1981 Board meeting.

9. Approval of Library Services and Construction Act contracts for the fiscal year beginning 1 October 1981. One contract requires the Allen County Public Library to provide library services to the blind and physically handicapped as a subregional library of the National Library Service for the Blind and Physically Handicapped. The second contract is for the purpose of helping

to support the Allen County Public Library as a major urban resource library for meeting the demands of individual users throughout the nine-county northeast Indiana area included in State Planning Region III. The Board approved the two LSCA contracts.

10. Approval of proposed lease with Michael Lyle Klemm. The Board approved the lease, at $100 per month for one year, with Michael Lyle Klemm, the proprietor of Tiny Tim Diner.

11. Report on meeting room use. The Board received a report on Meeting Room use for the five-month period, 1 April-31 August 1981 for the Main Library and five branches.

12. Approval of the following salaried appointment:

    Scott Mertz, Shawnee Branch Library, $8,600

    The Board approved the appointment.

13. Approval of payment of the following bills:

Operating Fund	$75,334.98
Library Building and Equipment Fund	3,109.00
LSCA-Reciprocal Borrowing Fund	381.90
PERF-OASI Division	10,837.67
Indiana and Michigan Electric Co.	12,175.68
University of Notre Dame CCE	495.00
Blue Cross Hospital Service	4,872.00
Lincoln National Life Insurance Co.	2,526.21
Indiana Employment Security Division	743.90

    The Board approved payment of the bills as submitted.

14. Other Business. The Board approved payment of LSCA-MURL Fund bills in the amount of $2,625.00.

15. Adjournment. The Board adjourned.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

24 September 1981

PETITION TO APPEAL

I hereby petition and appeal to the State Board of Tax Commissioners:

1. The action of the Tax Adjustment Board of Allen County, Indiana.

2. Relief from levy limitations pursuant to IC 6-3.5-1.

The Allen County Public Library has advertised and adopted a 1982 operating levy of $3,247,360. This levy is necessary to support all Library operating expenses, including payments under the provisions of the state unemployment compensation system. On 23 September 1981 the Tax Adjustment Board of Allen County reduced the levy to $3,217,460, which is the maximum permissible levy as set by law. I hereby petition for the restoration of the $29,900 reduction for the purpose of making necessary payments under the state unemployment compensation program as required by law, regulation, and claims filed against the Allen County Public Library.

Respectfully submitted,

Rick J. Ashton

Rick J. Ashton
Director

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

RESOLUTION

Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that it is desired and deemed necessary to proceed with the proposed appeal as set forth in this petition.

Adopted this 24th day of September, 1981

George Mather, President

Mary Koehlinger, Vice President

Rae Gates, Secretary

Alan McMahan, Treasurer

Lu Ann Beaman

Zohrab Tazian

M. Patricia Vogel Beers

ATTEST:

Rae Gates, Secretary

PS Form 3811, Jan. 1979

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SENDER: Complete items 1, 2, and 3.
Add your address in the "RETURN TO" space on reverse.

1. The following service is requested (check one.)
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  Show to whom, date, and address of delivery.$____

(CONSULT POSTMASTER FOR FEES)

2. ARTICLE ADDRESSED TO:

3. ARTICLE DESCRIPTION:

REGISTERED NO.	CERTIFIED NO.	INSURED NO.
	45 40412	

(Always obtain signature of addressee or agent)

I have received the article described above.

SIGNATURE ☐Addressee ☐Authorized agent

Linda McMullin

4. DATE OF DELIVERY | POSTMARK

RECEIVED OCT 1 1981 FINANCE DEPT.

5. ADDRESS (Complete only if requested)

6. UNABLE TO DELIVER BECAUSE: | CLERK'S INITIALS

☆GPO : 1979-300-459

UNITED STATES POSTAL SERVICE

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- Complete items 1, 2, and 3 on the reverse.
- Attach to front of article if space permits, otherwise affix to back of article.
- Endorse article "Return Receipt Requested" adjacent to number.

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300

U.S. MAIL

RETURN TO

Allen County Public Library

(Name of Sender)

Box 2270

(Street or P.O. Box)

Fort Wayne, In. 46801

(City, State, and ZIP Code)

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

FUND TRANSFER RESOLUTION

Whereas it has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; now, therefore:

Section I. Be it resolved by the Board of Library Trustees of the Allen County Public Library, Allen County, Indiana, that for the expenses of the public library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified subject to the laws governing the same:

Library Operating Fund	Amount Requested	Amount Appropriated
Item 7 Properties 724 Other Equipment	$14,000	$14,000
Total	$14,000	$14,000

Section II. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

Library Operating Fund	Amount Requested	Amount Reduced
Item 7 Properties 723 Cars	$14,000	$14,000
Total	$14,000	$14,000

Presented to the Board of Library Trustees of the Allen County Public Library read in full and adopted this 24th day of September, 1981, by the following

aye and nay vote.

Aye	Nay
[illegible]	
Rae Gates	
B.M. Bears	
Sue Ann Beaman	
Mary Kellenger	

ATTEST:

Rae Gates

Rae Gates, Secretary, Board of Library
Board of Library Trustees

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

18 September 1981

MEMO

To: All Members of the Board of Library Trustees

From: Rick Ashton RJA/cma

Re: Library Services and Construction Act Contracts

Two contracts between the Indiana State Library and the Allen County Public Library are currently before the Board of Library Trustees of the Allen County Public Library. Both of these contracts involve continuation of Allen County Public Library participation in programs which have been established in the past. The contracts obligate the Allen County Public Library to perform certain functions which it has already been performing and obligates the Indiana State Library to pay specific amounts of money to the Allen County Public Library from federal funds appropriated under the Library Services and Construction Act.

One contract will require the Allen County Public Library to provide library services to the blind and physically handicapped as a subregional library of the National Library Service for the Blind and Physically Handicapped. This responsibility encompasses the counties of Adams, Allen, DeKalb, Huntington, Noble, Steuben, Wells, and Whitley. The contract provides the payment of $22,510 to the Allen County Public Library for this service.

The second contract is for the purpose of helping to support the Allen County Public Library as a major urban resource library for meeting the demands of individual users throughout the nine-county northeast Indiana area included in State Planning Region III. The Library is obliged to make its collection available for interlibrary loan use and to permit in-house reference use of its collection by the general public within the regional area. $11230 are allocated to support this obligation.

Both of the contracts are form contracts between the Indiana State Library and the Allen County Public Library, as required under federal administration of these programs. Signing them incurs no new obligations.

CERTIFICATE OF RESOLUTION

I, Rae Gates (Type Name), do hereby certify that I am the Secretary of Allen County Public Library, a municipal corporation duly organized and existing under and by virtue of the Laws of the State of Indiana;

I further certify that a regular/special meeting of the members of the Board of said municipal corporation, duly called held and convened in conformity with the Charter and By Laws of said municipal corporation, on the 24th day of September, 1981, a quorum being present and voting thereon, the following resolution was duly adopted, to-wit:

1. Approval of the contract by Allen County Public Library (Board)

2. George R. Mather and Mary Koehlinger are hereby authorized to execute the contract for and on behalf of Allen County (Board) Public Library.

I further certify that the foregoing resolution is a full, true, and complete copy as the same appears of record in the Minute Record Book of said municipal corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

I, _____ (Type Name), do hereby certify that I am the Secretary of _____ County Public Library, _____, a municipal corporation duly organized and existing under and by virtue of the laws of the State of Indiana;

I further certify that a regular/special meeting of the members of the board of said municipal corporation, duly called held and conducted in conformity with law, charter and by laws of said municipal corporation, on the ____th day of _____, 19__, a quorum being present and voting thereon, the following resolution was adopted:

1. Approval of the contract by _____ County Public Library (Seller) and _____ and hereby authorize to execute the contract for and on behalf of Allen County Public Library.

I further certify that the foregoing copy is the same appears of record in the Minute Record Book of said municipal corporation of which I am the legal custodian; that the same has not been amended, rescinded or repealed and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand for said municipal corporation this ____th day of _____, 19__.

→JJB

CONTRACT FOR SUPERVISION OF LOCAL AGENCIES

UNDER LIBRARY SERVICES AND CONSTRUCTION ACT AS AMENDED

THIS AGREEMENT, made and executed this 24th day of September, 1981 by and between Indiana State Library, the party of the first part, and Allen County Library, the party of the second part, whose address is 900 Webster Street, Fort Wayne, Indiana 46801

WITNESSETH THAT:

WHEREAS, The Congress of the United States has enacted the Library Services and Construction Amendments to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services are inadequate, in the improvement of such other State Library services as library services for physically handicapped, institutionalized and disadvantaged persons, in strengthening State Library administrative agencies; in promoting interlibrary cooperation among all types of libraries, and in strengthening major urban resource libraries;

WHEREAS, by the terms of section 6 of the Act any State desiring to receive its allotment for any purpose under this Act for any fiscal year shall (1) have in effect for such fiscal year a basic State plan which shall provide for the administration, or supervision of the administration, of the programs authorized by this Act by the State Library administrative agency; and (2) submit an annual program describing the specific activities to be carried out annually for which allotments are desired;

WHEREAS, it is the wish and intent of the parties to this agreement that the party of the second part administer certain functions, hereinafter described, as part of the required State plan to be developed by the party of the first part, and,

WHEREAS, the party of the second part will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations thereunder, to the end that, no person in the United States shall, on the grounds of race, color, or national origin,

be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance.

WHEREAS, the party of the second part will comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) and the regulations thereunder, to the end that, no person in the United States shall, on the basis of sex, be excluded from participation under any education program or activity receiving Federal financial assistance.

WHEREAS, the party of the second part will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the regulations thereunder, to the end that, no otherwise qualified handicapped invididual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

WHEREAS, the party of the second part will comply with the Age Discrimination Act (42 U.S.C. 6101 et seq.) and the regulations thereunder, to the end that, no person in the United States shall be discriminated against on the basis of age in programs or activities receiving Federal financial assistance.

WHEREAS, pursuant to IC 22-9-1-10 every contract to which the state or any of its political or civil subdivision is a party, shall require the contractor and his subcontractors not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, religion, color, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of contract.

INDEMNIFICATION: The party of the second part agrees to indemnify, defend and hold harmless the State of Indiana, and its agents, officers, and employees from all

claims and suits including court costs, attorney's fees, and other expenses, caused by any act or omission of the party of the second part and/or subcontractors.

WHEREAS, this contract is authorized pursuant to IC 5-19-1, IC 4-23-7.1 and other laws pertaining to local and district library systems including inter alia, IC 1971, 20-13-1; 20-13-6.

NOW THEREFORE, it is mutually understood and agreed that the party of the second part will administer the following described functions under the State plan:

Receive and disburse money for the period October 1, 1981 through September 30, 1982 to provide library services to the blind and physically handicapped. The Allen County Public Library is a subregional library serving the following counties: Adams, Allen, DeKalb, Huntington, Noble, Steuben, Wells and Whitley. This grant in the amount of $22,510 for salaries, contractual services, supplies, benefits and materials is to cover Fiscal year 1982, depending upon the availability of Library Services and Construction Act funds.

IT IS FURTHER mutually understood and agreed that the administration of the above-described program will be supervised by the party of the first part, and that such supervision will be exercised as follows:

1. By requiring submission of reports at reasonable intervals from second party.
2. By requiring submission of lists of equipment or other property purchased by second party pursuant to this contract.
3. By requiring consultation with State Library personnel by second party.

AND IT IS FURTHER mutually understood and agreed that the party of the first part will furnish consultant service, advisory services and money grants in such sums as may be determined by first party.

AND IT IS FURTHER mutually understood and agreed that any funds paid under the Library Services and Construction Act which have been lost or diverted from the purpose for which they were paid will be refunded.

AND IT IS FURTHER mutually understood and agreed that demonstration budget plans will be reviewed every six months, and that any balance which has accumulated because of unavoidable delays in putting the attached plan into operation will be deducted from the funds to be paid for the operation of the plan in the next six-month period; or, if in the determination of the party of the first part, the expenditure of the accumulated balance is needed to meet a condition not foreseen at the inauguration of the plan, the balance will be added to the funds to be paid in the following six-month period. Any unobligated balances at the end of the project period are to be returned to the party of the first part.

AND IT IS FURTHER mutually understood and agreed that the second party shall comply with the reasonable supervisory requirements of the first party as described above and with all other provisions of this contract; and for breach in any material respect, the property acquired hereunder shall revert to first party.

IN WITNESS WHEREOF, Indiana State Library and Allen County Library, Fort Wayne, Indiana have caused this agreement to be executed this 24th day of September, 1981.

Indiana State Library

by Charles Ray Ewick

Director - Charles Ray Ewick

by Mary Koehlinger
Director or Board member

Mary Koehlinger
(Type Name)

Date 24 September 1981

by G R Mather
President

George R. Mather
(Type Name)

Date 24 September 1981

Linley E. Pearson,
Attorney General of Indiana James W. Turpen, Deputy
10-2-81

THIS INSTRUMENT PREPARED BY: Kathleen Diehl, LSCA Fiscal Coordinator, Extension Division, Indiana State Library.

CERTIFICATE OF RESOLUTION

I, Rae Gates (Type Name), do hereby certify that I am the Secretary of Allen County Public Library, a municipal corporation duly organized and existing under and by virtue of the Laws of the State of Indiana;

I further certify that a regular/special meeting of the members of the Board of said municipal corporation, duly called held and convened in conformity with the Charter and By Laws of said municipal corporation, on the 24th day of September, 1981, a quorum being present and voting thereon, the following resolution was duly adopted, to-wit:

1. Approval of the contract by Allen County Public Library (Board)

2. George R. Mather and Mary Koehlinger are hereby authorized to execute the contract for and on behalf of Allen County (Board) Public Library.

I further certify that the foregoing resolution is a full, true, and complete copy as the same appears of record in the Minute Record Book of said municipal corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

In Witness Whereof, I have hereunto set my hand for said municipal corporation this 24th day of September, 1981.

Rae Gates
(Signature Secretary

State of Indiana)
) SS:
County of Allen)

Subscribed and Sworn to before me, a Notary Public this 24th day of September, 1981.

Jacqueline Jane Belschner
(Signature) Notary Public

Jacqueline J. Belschner
Printed Name

My Commission Expires: May 11, 1984

County of Residence: Allen County

CONTRACT FOR SUPERVISION OF LOCAL AGENCIES

UNDER LIBRARY SERVICES AND CONSTRUCTION ACT AS AMENDED

THIS AGREEMENT, made and executed this 24th day of September, 1981 by and between Indiana State Library, the party of the first part, and Fort Wayne-Allen Co. Library, the party of the second part, whose address is 900 Webster Street, Fort Wayne, Indiana 46801

WITNESSETH THAT:

WHEREAS, The Congress of the United States has enacted the Library Services and Construction Amendments to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services are inadequate, in the improvement of such other State Library services as library services for physically handicapped, institutionalized and disadvantaged persons, in strengthening State Library administrative agencies; in promoting interlibrary cooperation among all types of libraries, and in strengthening major urban resource libraries;

WHEREAS, by the terms of section 6 of the Act any State desiring to receive its allotment for any purpose under this Act for any fiscal year shall (1) have in effect for such fiscal year a basic State plan which shall provide for the administration, or supervision of the administration, of the programs authorized by this Act by the State Library administrative agency; and (2) submit an annual program describing the specific activities to be carried out annually for which allotments are desired;

WHEREAS, it is the wish and intent of the parties to this agreement that the party of the second part administer certain functions, hereinafter described, as part of the required State plan to be developed by the party of the first part, and,

WHEREAS, the party of the second part will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), and the regulations thereunder, to the end that, no person in the United States shall, on the grounds of race, color, or national origin,

be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant received Federal financial assistance.

WHEREAS, the party of the second part will comply with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683) and the regulations thereunder, to the end that, no person in the United States shall, on the basis of sex, be excluded from participation under any education program or activity receiving Federal financial assistance.

WHEREAS, the party of the second part will comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the regulations thereunder, to the end that, no otherwise qualified handicapped invididual in the United States shall, solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

WHEREAS, the party of the second part will comply with the Age Discrimination Act (42 U.S.C. 6101 et seq.) and the regulations thereunder, to the end that, no person in the United States shall be discriminated against on the basis of age in programs or activities receiving Federal financial assistance.

WHEREAS, pursuant to IC 22-9-1-10 every contract to which the state or any of its political or civil subdivision is a party, shall require the contractor and his subcontractors not to discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of his race, religion, color, sex, handicap, national origin or ancestry. Breach of this covenant may be regarded as a material breach of contract.

INDEMNIFICATION: The party of the second part agrees to indemnify, defend and hold harmless the State of Indiana, and its agents, officers, and employees from all

claims and suits including court costs, attorney's fees, and other expenses, caused by any act or omission of the party of the second part and/or subcontractors.

WHEREAS, this contract is authorized pursuant to IC 5-19-1, IC 4-23-7.1 and other laws pertaining to local and district library systems including inter alia, IC 1971, 20-13-1; 20-13-6.

NOW THEREFORE, it is mutually understood and agreed that the party of the second part will administer the following described functions under the State plan:

To utilize funds received from the grant for the purpose of strengthening the Fort Wayne-Allen Co. Library, Ft. Wayne, IN as a major urban resource library for meeting the demands of individuals users (including libraries) throughout its regional Tri-Area Library Services Authority area. The library will make its collection available for interlibrary loan use and permit in-house reference use of its collection by the general public within its regional area. This grant in the amount of $11,230.00 is to cover the period from October 1, 1981 to September 30, 1982, depending upon the availability of Library Services and Construction Act funds.

IT IS FURTHER mutually understood and agreed that the administration of the above-described program will be supervised by the party of the first part, and that such supervision will be exercised as follows:

1. By requiring submission of reports at reasonable intervals from second party.
2. By requiring submission of lists of equipment or other property purchased by second party pursuant to this contract.
3. By requiring consultation with State Library personnel by second party.

AND IT IS FURTHER mutually understood and agreed that the party of the first part will furnish consultant service, advisory services and money grants in such sums as may be determined by first party.

AND IT IS FURTHER mutually understood and agreed that any funds paid under the Library Services and Construction Act which have been lost or diverted from the purpose for which they were paid will be refunded.

AND IT IS FURTHER mutually understood and agreed that demonstration budget plans will be reviewed every six months, and that any balance which has accumulated because of unavoidable delays in putting the attached plan into operation will be deducted from the funds to be paid for the operation of the plan in the next six-month period; or, if in the determination of the party of the first part, the expenditure of the accumulated balance is needed to meet a condition not foreseen at the inauguration of the plan, the balance will be added to the funds to be paid in the following six-month period. Any unobligated balances at the end of the project period are to be returned to the party of the first part.

AND IT IS FURTHER mutually understood and agreed that the second party shall comply with the reasonable supervisory requirements of the first party as described above and with all other provisions of this contract; and for breach in any material respect, the property acquired hereunder shall revert to first party.

IN WITNESS WHEREOF, Indiana State Library and Fort Wayne-Allen Co. Library, Fort Wayne, Indiana have caused this agreement to be executed this 24th day of September, 1981.

Indiana State Library

by Charles Ray Ewick

Director - Charles Ray Ewick

by Mary Koehlinger
Director or Board member

Mary Koehlinger
(Type Name)

Date 24 September 1981

by G R Mather
President

George R. Mather
(Type Name)

Date 24 September 1981

Linley E. Pearson,
Attorney General of Indiana James W. Turpen, Deputy
10-2-81

THIS INSTRUMENT PREPARED BY: Kathleen Diehl, LSCA Fiscal Coordinator, Extension Division, Indiana State Library.

RECEIVED
SEP 30 1981
UNIVERSITY OF MICHIGAN

CERTIFICATE OF RESOLUTION

I, Rae Gates (Type Name), do hereby certify that I am the Secretary of Allen County Public Library, a municipal corporation duly organized and existing under and by virtue of the Laws of the State of Indiana;

I further certify that a regular/special meeting of the members of the Board of said municipal corporation, duly called held and convened in conformity with the Charter and By Laws of said municipal corporation, on the 24th day of September, 19 81, a quorum being present and voting thereon, the following resolution was duly adopted, to-wit:

1. Approval of the contract by Allen County Public Library (Board)

2. George R. Mather and Mary Koehlinger are hereby authorized to execute the contract for and on behalf of Allen County (Board) Public Library.

I further certify that the foregoing resolution is a full, true, and complete copy as the same appears of record in the Minute Record Book of said municipal corporation of which I am the legal custodian; that the same has not been altered, amended or repealed and is now in full force and effect.

In Witness Whereof, I have hereunto set my hand for said municipal corporation this 24th day of September, 19 81.

Rae Gates
(Signature Secretary

State of Indiana)
) SS:
County of Allen)

Subscribed and Sworn to before me, a Notary Public this 24th day of September, 19 81.

Jacqueline June Belschner
(Signature) Notary Public

Jacqueline J. Belschner
Printed Name

My Commission Expires: May 11, 1984

County of Residence: Allen County

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

18 September 1981

MEMO

To: All Members of the Board of Library Trustees

From: Rick Ashton RJA/cmm

Re: Proposed Lease With Michael Lyle Klemm

Since 1967 the Allen County Public Library and its predecessors have operated a public parking lot on the southeast corner of Webster and Wayne Streets in Fort Wayne. The extreme northeast corner of that parking lot is occupied by the Tiny Tim Diner, which sits on land owned by the Library. From 1967 to the present, the Library, through its agent for parking lot management, Carl D. Light, has rented this ground to the proprietors of the Tiny Tim Diner at the rate equal to that charged for two parking spaces.

Light and Breuning Realtors, now operating the parking lot, have developed a proposed lease arrangement with Michael Lyle Klemm, the proprietor of Tiny Tim Diner, under which the rental would be $100 per month, beginning 1 August 1981. This is twice the rent previously received under the month-to-month arrangement. The lease is for the period of one year and does not contain a renewal provision.

Mr. Hood has examined the proposed lease and finds it acceptable.

I recommend the approval of this contract by the Board.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

18 September 1981

To All Members of the Board of Library Trustees

A Report on Meeting Room Use

At its March 26, 1981, meeting, the Board of Library Trustees adopted a meeting room policy for the Allen County Public Library. The Board also requested at that time that a report on use of the meeting rooms be presented at the September meeting.

The policy is a general statement on the use of the meeting rooms and replaces the meeting room and auditorium regulations revised and in effect since August 25, 1975. With the addition to the Main Library building and the resulting change in meeting room space from two to four rooms, and the sometimes differing interpretations of the regulations between the Main Library and the five branch libraries containing meeting rooms, a new policy was needed to reflect changes occurring since 1975 and to bring consistency on meeting room use to all agencies of the Library.

In brief, the policy states that the Library offers meeting room space to groups wishing to holding meetings or present programs which serve the community's needs for education, information, entertainment, and cultural enrichment. Specifics contained within the policy include: (1) rooms are available on a first-come, first-served basis, with the Library reserving the right to limit the number or frequency of meetings scheduled by any one group; (2) rooms are normally available free of charge, with the Library reserving the right to impose charges when necessary; (3) groups may charge admission to meetings; (4) partisan political campaign events, religious services, and meetings held for commercial purposes will not be allowed because the Library is a public facility supported by the entire community; (5) alcoholic beverages will not be allowed; and (6) the director is responsible for the administration of the policy.

As it is now interpreted, the policy encompasses two significant changes in meeting room use. The first is a shift in focus in determining the meetings allowed at the Library and those not permitted. A group or organization which was political, religious, or commercial in purpose was formerly denied use of a meeting room. As now interpreted, however, it is the kind or purpose of the meeting which determines whether the room can be used, not the type of group requesting the meeting. For example, the Fuller Brush Company would have been denied use of a room in the past because the company is a commercial enterprise. If a representative of Fuller Brush calls now to request a room for a meeting of Fuller Brush

dealers, use of a room is allowed because, though a commercial enterprise, the Fuller Brush Company is not conducting commerce in the Library, but rather is holding an educational or informational meeting for its local representatives. Similarly, persons working on a publication for the Christ Temple Messenger Church were recently allowed to use a meeting room because their meeting was not a religious service or evangelism meeting. This change was seen as necessary when it was discovered that there were inconsistencies in room use between the Main Library and the branches and a group being refused at one location was given space at another.

The second change involves procedures in scheduling a room. Under the former regulations, groups were asked to fill out an application and were given a copy of the regulations. This resulted in much correspondence by mail and much paperwork generally for the Main Library and the branches. This practice has since been discontinued without causing any problems. The only recordkeeping which seems to be necessary is that needed to keep track of the days and hours the rooms are in use or are available for use. Other information, such as the groups using the rooms, frequency of meetings, and the like, can be compiled from the schedules used for reserving the rooms.

Other changes occurring include a $10 piano tuning fee which was imposed at the Main Library in July, 1981. Under the section of the policy titled "Charges," it is stated that the Library may impose charges when necessary to cover extra security and custodial costs. While the piano does not fit into either of those categories in any strict sense, the charging of a fee to help defray the cost of regular tuning was seen as a necessary part of maintenance because of the increasing popularity of the Main Library auditorium for piano recitals, music performances, and television productions which include use of the piano. The $10 is charged per event, not per use, and has not resulted in complaints. When told the reason for the charge, most individuals have seemed more relieved that the piano will be in tune than troubled by an unexpected cost.

In addition, hours of meeting room use at the Main Library have been expanded to include Sundays and after the Library has closed (previously meetings were to be held only during Library hours and until 10 p.m. if arrangements were made to have a security guard present at a cost to the group of $4) and the lifting of the restriction preventing groups from charging admission to a meeting or event held at the Library.

The following figures record meeting room use from April 1 through August 31, 1981, at the Main Library and at Georgetown, Hessen Cassel, Pontiac, Shawnee, and Waynedale Branches.

MAIN LIBRARY

		Reservations
Rooms 2 & 3	- Community Organizations	140
	- Library Meetings or Events	23
	- Telecommunications	8
	Total	171
Rooms 1 & 4	- Community Organizations	112
	Library Sponsored Events	26
	Telecommunications	36
	Total	174
Old Auditorium	- Community Organizations	3
	- Library Events	1
	Total	4
	GRAND TOTAL	349*

*This figure does not include Cinema Center or Theatre For Ideas use of the rooms. These groups are under contract with the Library for meeting room space. Cinema Center uses the auditorium every Saturday evening during its season and the old auditorium each Thursday afternoon for previewing that week's film. Theatre For Ideas uses the auditorium each Friday evening for its presentation and occasionally reserves that room or one of the smaller rooms for a board meeting or rehearsal for a program.

A count of the number of persons attending each meeting is no longer taken at the Main Library.

GEORGETOWN

A total of 63 groups made reservations for the use of Georgetown's meeting room during the 1 April through 31 August period. The number of people attending meetings at this branch was 2,363. The Library reserved the room for 20 Library-sponsored events.

HESSEN CASSEL

There were 99 groups which made use of the meeting room at Hessen Cassel during the five-month period. Of these groups, 11 are regular and continual meeting room users. The total number of persons at all of the meetings was 2,038. Library sponsored meetings in the room included a Saturday morning activity for children in April, Saturday afternoon children's films, storytimes and the Summer Reading Program events.

PONTIAC

The meeting room at Pontiac has not been extensively used by the public to date. Three groups reserved the room in April and the Library sponsored 15 events during the 1 April through 31 August period. Several groups have reserved the room for regular meetings during October and November.

SHAWNEE

A total of 31 groups made reservations for use of Shawnee's meeting room, with a total of 2,061 persons attending these meetings. The Library sponsored several special events in the room, including a card weaving demonstration for adults and the Summer Reading Program party.

WAYNEDALE

There were 22 groups reserving Waynedale's meeting room during the 1 April through 31 August period. The total of persons at these meetings, including the 155 attending the Summer Reading Program party sponsored by the Library, was 1,023.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

September 24, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

Main Library Fines		2,080.58
Georgetown Branch Library	805.15	
Hessen Cassel Branch	346.47	
Little Turtle Branch	258.80	
Pontiac Branch	21.75	
Shawnee Branch	252.80	
Tecumseh Branch	214.02	
Waynedale Branch	267.30	
Harlan Branch	18.00	
Monroeville Branch	45.00	
New Haven Branch	72.70	
Woodburn Branch	22.50	
Bookmobile #1	71.00	
Bookmobile #2	30.00	
Bookmobile #4	10.00	
Bookmobile #5	10.25	
Bookmobile #7	23.00	2,468.74
Rent (Tri-Alsa)		300.00
Copier Receipts		5,663.48
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (H & W)		4,131.15
Telephone Pay Station Commission		25.36
Subscription Fees		60.00
Snyder Distributing Co. Commission		11.71
INCOLSA Mileage - Ashton		43.20
Video Tapes		53.35
Books		232.72
Reserve Postals		19.00
Pamphlets		169.45
		$17,258.74

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

September 24, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

SUNDRY EXPENDITURES AUGUST 16 - SEPTEMBER 15, 1981

Aug. 17	Postage	212	1.58
19	Postage	212	4.52
20	Gasoline	215	10.00
21	Postage	212	3.78
24	Postage	212	5.45
26	Postage	212	3.62
28	Librarians expense (Indpls.)	214	11.14
	Postage	212	5.06
31	Postage	212	11.68
Sept. 2	Postage	212	14.48
3	Gasoline	215	7.00
4	Title for new Bookmobile	216	5.00
8	Postage	212	10.29
9	Postage	212	1.78
10	Gasoline	215	10.00
14	Postage	212	4.58
	Librarians expense	214	4.14
			$114.10

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills September 24, 1981

Baker & Taylor Company	Books	$2,625.00

J B Mather

M. Bess

Lu Ann Beaman

Mary L Lawrence

Ann Hale

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills September 24, 1981

Shambaugh & Son, Inc.	Electrical installation relocate fire alarm station at west parking lot entrance to the building addition	$ 310.00
Thalner Electronic Lab., Inc.	Sony VC Recorder	2,799.00
		$3,109.00

APPROVED

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - RECIPROCAL BORROWING FUND

Public Library Bills September 24, 1981

Baker & Taylor Company	Books	$381.90

J R Mather

Mary Bettinger

Rae Hoit

Bob Beers

Lu Ann Beaman

APPROVED

Rickie J. Hylton

DIRECTOR

October 12, 1981

Mr. Richard G. Adams
Senior Loan Officer
Lincoln National Bank and Trust Co.
116 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Adams:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $950,000.00 for the general operating fund. The Board will require on an in and out basis the total of $950,000.00 for operating expenses for the period October 30, 1981 until December 31, 1981, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said Board on October 22, 1981 at 3:00 p.m. at the Tecumseh Branch Library, 1411 East State Blvd., Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Such Public Library loan shall be made with the bidder submitting the lowest rate of interest on the total amount, and submitting with his bid an Affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 15 days after the date of receiving bids.

Bids should be addressed to:

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Yours very truly,

Rick J. Ashton
Director

RJA:jjb

COPY

October 12, 1981

Mr. Richard G. Adams
Senior Loan Officer
Lincoln National Bank and Trust Co.
116 East Berry Street
Fort Wayne, Indiana 46802

Dear Mr. Adams:

Sealed bids will be received by the Board of Trustees of the Allen County Public Library for a temporary loan of the sum of $954,000.00 for the general operating fund. The Board will repay on an in and out basis the total of $850,000.00 for operating expenses for the period October 20, 1981 until December 31, 1981, all dates are inclusive.

Said sealed bids will be received at the regular meeting of said Board on October 13, 1981 at 3:00 p.m. at the Tecumseh Branch Library, 1411 East State Blvd., Fort Wayne, Indiana, at which time and place all bids will be opened publicly and read aloud.

Said Public Library loan shall be made with the PLAIN substitute the lowest rate of interest on the total amount, and substituting with his bid an affidavit that no collusion exists between himself and any other bidder for such loan.

The Library Board reserves the right to reject any and all bids; it is not obligated to accept the lowest or any other bid; and may waive formalities in bidding.

No bid shall be withdrawn after the opening of bids without the consent of the Library Board, for a period of 30 days after the date of receiving bids.

Bids should be addressed to:

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Yours very truly,

Rick J. Ashton
Director

RJA:jh

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donnelly P. McDonald Sr., President
Peoples Trust and Savings Co.
913 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. William G. Kemp, Executive Vice President
Indiana Bank and Trust Co.
915 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 East Berry Street
Fort Wayne, Indiana 46802

COPY

Copies also sent to:

Mr. Paul E. Shaffer, President
Fort Wayne National Bank
110 West Berry Street
Fort Wayne, Indiana 46802

Mr. Donald F. McDonald Sr., President
Peoples Trust and Savings Co.
213 South Calhoun Street
Fort Wayne, Indiana 46802

Mr. William C. Ewen, Executive Vice President
Indiana Bank and Trust Co.
215 South Clinton Street
Fort Wayne, Indiana 46802

Mr. Jay R. Powell, President
Anthony Wayne Bank
203 West Berry Street
Fort Wayne, Indiana 46802

LINCOLN NATIONAL BANK AND TRUST COMPANY

RICHARD G. ADAMS
SENIOR VICE PRESIDENT

116 EAST BERRY STREET
FORT WAYNE, INDIANA
46802

June 15, 1981

Mr. Rick J. Ashton, Director
The Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Dear Rick:

Your Board of Trustees have, in the past, requested that we submit a competitive bid on short term loans for your General Operating Fund. The purpose of this letter is to ask that you change your records to reflect that future invitations to bid should be directed to me, as the Senior Loan Officer of the Bank. This is a result of some recent corporate restructuring, and if you'll reflect this change on your records, we will make certain to respond in a timely manner.

Kindest personal regards.

Sincerely,

Rick Adams

Richard G. Adams

RGA/msb

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

15 October 1981

To: All Members of the Library Board

From: Rick Ashton Rick Ashton/LA

Re: The 22 October Regular Library Board Meeting

The Library Board will meet at 3:00 p.m. on Thursday 22 October 1981 at the Tecumseh Branch Library, 1411 East State Boulevard, Fort Wayne, Indiana 46805. The enclosed materials are intended to help you prepare for that meeting.

1. Agenda.

2. Minutes of the 24 September 1981 regular Board meeting.

3. A report on Library finances at the end of the third quarter of 1981.

4. A report and recommendation on the Library's insurance program.

5. Report and recommendation of the Committee on Compensation.

6. Bills and other financial reports.

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
22 October 1981
3:00 P.M., TECUMSEH BRANCH LIBRARY, 1411 East State Boulevard, Fort Wayne, Indiana 46805

1. Adoption of the Agenda.

2. Approval of the Minutes of the 24 September 1981 Regular Board Meeting.

3. Report of the Director:

   a. Five-Year Plan Progress Report
   b. Friends of the Allen County Public Library Book Sale
   c. Tax Levy Appeal Report
   d. Report on Library Finances at the End of the Third Quarter of 1981
   e. Other.

4. Opening of Bids for a Temporary Loan and Awarding of a Contract for the Temporary Loan of $950,000.

5. Adoption of Report and Recommendation on the Library's Insurance Program.

6. Adoption of the Report and Recommendations of the Committee on Compensation.

7. Approval of Payment of the Following Bills:

Library Operating Fund	$73,939.59
Library Building and Equipment Fund	13,640.00
PERF-OASI Division	10,089.56
PERF	11,456.72
Indiana and Michigan Electric Co.	11,464.08
CETA	2,102.50
Blue Cross Hospital Service	4,872.00
Indiana Library Association	330.00
French Lick Springs Hotel	525.00
Lincoln National Life Insurance Co.	2,491.51
Indiana Employment Security Division	368.93

8. Other Business.

9. Adjournment.

A tour of the Tecumseh Branch Library, led by Jeanne Leffers, Tecumseh Branch Library manager.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

22 OCTOBER 1981

The Board met in regular session at the Tecumseh Branch Library, 1411 East State Blvd., Fort Wayne, Indiana, at 3:00 p.m. on 22 October 1981. Members present were: Mr. George Mather, Mrs. Lu Ann Beaman, Mr. Zohrab Tazian, Mr. Alan McMahan, and Mrs. Patricia Vogel Beers. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the agenda as circulated.
2. Approval of the Minutes of the 24 September 1981 regular Board meeting. The Board approved the Minutes as circulated.
3. Report of the Director. Dr. Ashton reported on the following matters:
   a. Five-Year Plan Progress Report. On 1 October Board members and senior staff of the Library met for an extended discussion of the Five-Year Plan. The plan is moving forward at a steady pace.
   b. Friends of the Allen County Public Library Book Sale. The Friends netted over $13,000 from the book sale held 1-3 October at the Main Library. Of this amount over $9000 came from used encyclopedias auctioned by Fred Reynolds on Friday 2 October. Over 1,000 hours of volunteer time made this event possible.
   c. Tax Levy Appeal Report. The Appeal was forwarded to the State Board of Tax Commissioners before 1 October. The field hearing will be held in Fort Wayne on 17 November 1981.
   d. Report on Library Finances at the end of the third quarter of 1981. Dr. Ashton reviewed the previously-circulated report.
   e. Other. An article written by three staff members for Indiana Libraries was distributed to the Board members.

4. Opening of Bids for a Temporary Loan and Awarding of a Contract for the Temporary Loan of $950,000. The following bids were opened and read aloud:

Anthony Wayne Bank	12 1/2%
Fort Wayne National Bank	11 %
Indiana Bank	9 7/8%
Lincoln National Bank	11.5 %

The Board awarded the contract to Indiana Bank on their bid of 9 7/8% interest.

5. Adoption of Report and Recommendation on the Library's Insurance Program. The Board awarded the contract for the Library's property, liability, automobile, and other general insurance to Lupke-Rice Associates for the year beginning 1 November 1981. The Board directed Dr. Ashton to form an Insurance Advisory Committee to develop specifications for insurance coverage after 31 October 1982. Mr. McMahan agreed to serve on this committee.

6. Adoption of the Report and Recommendations of the Committee on Compensation.

   a. The Board adopted the Classification Schedule and Salary Range as submitted.

   b. The Board adopted the proposed schedule of salaries for all employees.

   c. The Board adopted the following amendment to the previously adopted 1982 Operating Budget. Previous to the amendment, Lines 110, 121, 122, and 130 were expressed as a combined total of $2,151,000. The amendment made the following changes:

OPERATING BUDGET

1. SERVICES PERSONAL

11 Salary of Librarian	$ 38,655
12 Salary of Assistants	
121 Regular Assistants	1,702,887
122 Substitute and Part Time	207,999
123 Chauffeurs and Collectors	0
13 Wages of Janitors	201,449
	$2,151,000

7. Approval of Payment of the following bills:

Library Operating Fund	$73,939.59
Library Building and Equipment Fund	13,640.00
PERF-OASI Division	10,089.56
PERF	11,456.72
Indiana and Michigan Electric Co.	11,464.08
CETA	2,102.50
Blue Cross Hospital Service	4,872.00
Indiana Library Association	330.00
French Lick Springs Hotel	525.00
Lincoln National Life Insurance Co.	2,491.51
Indiana Employment Security Division	368.93

The Board approved payment of the bills as submitted.

8. Other Business. Appointment to Tri-ALSA Board of Directors. The Board appointed Sheldon Kaye as a director of the Tri-ALSA Area Library Services Authority, representing the Allen County Public Library.

9. Adjournment. The Board adjourned.

A tour of the Tecumseh Branch Library, led by Jeanne Leffers, Tecumseh Branch manager, was given following adjournment.

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

October 21, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Re: Temporary Loan to Public Library of Fort Wayne and Allen County

Dear Mr. Mather:

Per Mr. Rick J. Ashton's letter dated October 12, 1981, we have been asked to bid on a temporary loan dated October 30, 1981, for the sum of $950,000.00 due and payable on or before December 31, 1981. Assuming the fully tax-free status of this loan and further stating that no collusion exists between ourselves and any other bidder, we respectfully submit our bid at an interest rate of 9 7/8 per cent.

Should we become the successful bidder, we ask that you contact my office directly. Also, should there be any questions concerning our bid, please advise.

Very truly yours,

Thomas G. Blume
Vice President/Investment Officer

TGB/fw

INDIANA BANK

915 South Clinton
Fort Wayne, Indiana 46802

Member FDIC

October 21, 1981

Mr. George R. Mather, President
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Very truly yours,

Thomas G. Blume
Vice President/Investment Officer

TGB/fw

ANTHONY WAYNE BANK
berry at clinton — fort wayne, ind. 46802
ph. (219) 423-3611

Howard W Zimmerman
Vice President

October 19, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street, Box 2270
Fort Wayne, IN 46802

Dear Mr. Mather:

In response to your letter of October 12, 1981, we respectively submit our bid for a temporary loan of $950,000.00 to the Board of Trustees of the Fort Wayne Public Library.

We offer an annual rate of interest of 12½ percent on any amount borrowed between October 30, 1981 and December 31, 1981.

I hereby affirm that neither I, nor any of the official staff of the Anthony Wayne Bank, have colluded or discussed this bid with any other possible bidder for this loan.

Very truly yours,

Howard W. Zimmerman
Vice President

jal

FORT WAYNE NATIONAL BANK

FORT WAYNE, INDIANA 46802 · (219) 426-0555

October 21, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46802

Dear Sir:

In response to the letter of Mr. Rick J. Ashton, Director, and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $950,000 to be used for operating expenses during the period from October 30, 1981 until December 31, 1981.

This loan will be made up of loans to the Board of Trustees of Allen County Public Library and for the purchase of these loans totaling $950,000 we bid:

Eleven Per Cent (11% Per Annum)

Interest will be charged only from the date of advance to the date of final payment.

We are always pleased to be able to bid on these loans and hope that we may be of help to you.

Very truly yours,

Richard R. Monn
Vice President

RRM:ss

AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA (ss:
COUNTY OF ALLEN)

Richard R. Monn, Vice President of Fort Wayne National Bank, Being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $950,000 to the Board of Trustees of Allen County Public Library.

Further affiant saith naught.

Signed this 21st day of October, 1981.

FORT WAYNE NATIONAL BANK

By: Richard R. Monn
Richard R. Monn, Vice Pres.

Subscribed and sworn to before me this 21st day of October, 1981.

My commission Expires:

10-6-85

Mary L. Miller
Mary L. Miller
A resident of Allen County

FORT WAYNE NATIONAL BANK
FORT WAYNE, INDIANA 46802 · (219) 426-0555

October 21, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46802

Dear Sir:

In response to the letter of Mr. Rick J. Ashton, Director, and in accordance with the advertisements for bids as published in the local newspapers, we wish to enter our bid for the temporary loan totaling $950,000 to be used for operating expenses during the period from October 30, 1981 until December 31, 1981.

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Very truly yours,

Richard R. Monn
Vice President

RRM:ss

AFFIDAVIT OF NON-COLLUSION

STATE OF INDIANA (ss:
COUNTY OF ALLEN)

Richard R. Monn, Vice President of Fort Wayne National Bank, Being duly sworn says that no collusion exists between Fort Wayne National Bank and any other bidder for temporary loans of $950,000 to the Board of Trustees of Allen County Public Library.

Further affiant saith naught.

Signed this 21st day of October, 1981.

FORT WAYNE NATIONAL BANK

By: Richard R. Monn
Richard R. Monn, Vice Pres.

Subscribed and sworn to before me this 21st day of October, 1981.

My commission Expires:

10-6-85

Mary L. Miller
Mary L. Miller
A resident of Allen County

LINCOLN NATIONAL BANK AND TRUST COMPANY

RICHARD G. ADAMS
SENIOR VICE PRESIDENT

116 EAST BERRY STREET
P.O. BOX 960
FORT WAYNE, INDIANA 46801-0960
TELEPHONE (219) 423-6325

October 21, 1981

Mr. George R. Mather, President
Board of Trustees
Allen County Public Library
900 Webster Street
Box 2270
Fort Wayne, Indiana 46801

Dear Mr. Mather:

Based on Mr. Ashton's letter of October 12, requesting sealed bids to be submitted on October 22, 1981, at 3:00 p.m. at the Tecumseh Branch Library, this Bank will be pleased to loan the requested $950,000 for the time and on the bases as outlined in the letter at a rate of 11.5% per annum (360 day basis) with no premium. Interest shall be due and payable at maturity computed from date of borrowing with right of prepayment.

This bid is subject to our receiving the usual borrowing Resolution prepared by your own attorney and accompanied by a legal opinion satisfactory to this Bank's legal counsel. Enclosed is a Noncollusion Affidavit as requested.

Sincerely,

Richard G. Adams

Richard G. Adams

RGA/msb

Enclosure

NONCOLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
COUNTY OF ALLEN)

RICHARD G. ADAMS, being duly sworn upon oath, says that he has executed the foregoing bid as Senior Vice President of and for and on behalf of LINCOLN NATIONAL BANK AND TRUST COMPANY OF FORT WAYNE, being duly authorized so to do; and that said bid has been made and submitted by said Bank independently, free of any collusion or understanding of any kind with any other bidder.

Richard G. Adams
Richard G. Adams
Senior Vice President

Subscribed and sworn to before me, a Notary Public, in and for said County and State, this 21st day of October, 1981.

Marilynn S. Burnworth
Marilynn S. Burnworth, Notary Public
A Resident of Allen County, Indiana

My Commission Expires:

January 24, 1983

Mr. Rick J. Ashton, Director
The Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

October 20, 1981

Dear Mr. Ashton:

Mr. Donnelly P. McDonald has forwarded to me a letter you authored October 12, 1981 asking our bank to submit a bid for the Allen County Public Library temporary loan of $950,000. Peoples Trust Bank appreciates this invitation to bid on such a worthy public purpose; however, at this time we are unable to take advantage of tax-exempt income. Consequently, rather than submitting a bid, which would be unreasonable to the Allen County Public Library, we have decided to decline your invitation on this particular borrowing.

Thank you again for the invitation and hopefully we can bid on your tax-exempt notes some time in the future.

Sincerely,

Thomas J. Parker

Thomas J. Parker
Vice President

TJP:ej

REPORT ON LIBRARY FINANCES AT THE END OF THE THIRD QUARTER OF 1981

This narrative statement can be most fruitfully read in conjunction with the tabular financial statement of 1 October 1981, which is included in the Board packet.

At the end of the third quarter of 1981, the financial condition of the Allen County Public Library remains solid.

In major budget category 100, Services Personal, spending has been slightly below budgeted levels. This has been accomplished by gradual staff reduction by attrition, sparing use of outside professional services, and a favorable experience with Blue Cross/Blue Shield. We can expect to finish the year with approximately $45,000 remaining of the budgeted $2,162,000 in category 100.

The most difficult part of the budget for rational planning and control of spending is major category 200, Services Contractual. Changes in postal rates, telephone rates, gasoline prices, and electric rates are all beyond our control. Other costs in these areas are also escalating rapidly. Item 252, Labor, in which the major item is trash removal, has been exhausted. A transfer from another line in major category 200 will be necessary to cover this line for the remainder of the year. That transfer will be proposed at the November Board meeting. In major category 300, Supplies, and major category 400, Material, the situation is much like that in category 200. We can expect to have a small surplus in major category 200 and no surplus in major category 300 or major category 400.

Major category 500, Current Charges, is in a favorable condition. We can expect to end the year with a surplus of approximately $20,000 out of the $312,675 appropriation. This saving will come from reduced insurance premiums and stable, rather than the increased rent charges for which we had budgeted.

Major category 600, Current Obligations, contains only one item, interest on temporary loans. We have spent more than half the $35,000 allotted. Bids to be opened for the second loan will determine our end-of-year position in this category.

Major category 700, Properties, is a major area of concern. We can expect to spend the entire $731,927.36 in this major category. Item 730, the line for books and other library materials, will require very tight control for the remainder of the year to avoid deficit spending.

Overall, during the first three quarters of 1981 we have lived within our income and continued to provide a wide range of public services. Good planning and careful management will enable us to continue on this path for the remainder of this year and the coming year.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

16 October 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/ca

Re: The Library's Insurance Program

We have received from Lupke-Rice Associates, brokers for the Library's property, liability, automobile, and other general insurance, a quotation for insurance coverage for the year beginning 1 November 1981 as follows:

Property:	
Building and Contents	$ 7,985
Comprehensive General Liability	2,567
Miscellaneous Articles	625
Camera Floater	1,019
Glass	1,587
Crime	52
Automobile	3,217
Garagekeepers	269
Boiler and Machinery	1,484
Umbrella	560
TOTAL	$19,365

The cost for the same types of insurance with comparable coverages and deductibles for the year now drawing to a close was $35,664. On the basis of this premium reduction and continued conscientious service from Lupke-Rice and the companies it represents, I recommend that the Board of Library Trustees accept the proposal as summarized.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

16 October 1981

REPORT AND RECOMMENDATION OF THE COMMITTEE ON COMPENSATION
Alan McMahan, chairman, Patricia Vogel Beers and George R. Mather, members

SUBJECT: Wage and Salary Schedule for 1982 and 1982 Operating Budget Amendment

The Committee on Compensation recommends the adoption of the attached wage and salary schedule for 1982. The schedule shows the elimination of position grades 5 and 6, replaced by a combined grade E. This reclassification is the result of a staff re-examination of the classification system, which is intended to be flexible and dynamic in response to changing conditions of work in the Library. The salary range for grade E has been broadened to cover both former grades.

The salaries in the attached schedule carry a basic increase of 4.5% for most positions. For thirty-four positions involved in reclassification, the salary increases average 16.5%.

The salary and wage schedule also indicates the size of the Library staff. The 1981 personnel budget was based on a staff size of 184.1 full time equivalent employees. The 1982 budget is based on a staff size of 180.9 full time equivalent employees. This reduction has already been achieved in part through attrition. Further reductions may require the elimination of some staff positions which are currently filled.

The Committee on Compensation also recommends the following amendment to the previously adopted 1982 operating budget, in which line 110, 121, 122, and 130 were expressed as a combined total of $2,151,000. We recommend that the budget be amended as follows:

OPERATING BUDGET

1. SERVICES PERSONAL

11 Salary of Librarian	$ 38,655
12 Salary of Assistants	
121 Regular Assistants	1,702,887
122 Substitute and Part Time	207,999
123 Chauffeurs and Collectors	0
13 Wages of Janitors	201,449
	$2,151,000

GRADE	TYPICAL TITLES	FULL-TIME	PART-TIME	FTE	1981 HOURLY	1982 HOURLY	1981 SALARY	1982 SALARY
1	Page Circulation Services desk attendant Summer help	5	29	20.6	$3.35	$3.50	$6968	$7282
2	Security officer Housekeeper Clerk	14	19	22.4	3.85	4.02	8000	8360
3	Clerk/typist Branch clerk Print Shop assistant	33	28	48.5	4.13	4.32	8600	8987
4	Branch assistant Storage stacks supervisor Security manager	16	.6	16.6	5.05 to 5.38	4.81 to 5.77	10,500 to 11,200	10,000 to 12,000
E	Bookmobile librarian Small branch librarian Librarian	37	4	39.8	5.38 to 7.93	5.63 to 8.29	11,200 to 16,500	11,704 to 17,243
7	Department manager Large branch manager Building engineer	26	0	26	____	____	16,500 to 18,000	15,500 to 22,000
8	Public Services Manager Branch and Bookmobile Manager Support Services Manager Technical Services Manager Personnel Manager Financial Manager	6	0	6	____	____	24,000 to 29,000	25,080 to 30,305
9	Director	1	0	1	____	____	37,000	38,665

APPOINTMENT TO ALSA BOARD OF DIRECTORS

At a meeting of the board of directors of the Allen County Public Library, held 22 October, 1981, Sheldon Kaye (name of director) was duly appointed a director to the Tri-ALSA Area Library Services Authority, representing our library.

Signed Rae Gates
Rae Gates, Secretary

Dated 22 October 1981 Allen County Public Library

(Note: After the initial appointment of one, two, or three years, all subsequent appointments shall be for three years. Appointments to fill vacancies created by death, resignation or otherwise shall be for the unexpired term only. LSA Act, Section 6)

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Rae Gates, Secretary

Dated 22 October 1981 Allen County Public Library

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THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

October 22, 1981

To the Board of Library Trustees:

RICK J. ASHTON
DIRECTOR

Rick J. Ashton, Director

FINES AND MISCELLANEOUS RECEIPTS

Main Library Fines		$2,177.83
Georgetown Branch Library	824.35	
Hessen Cassel Branch	299.51	
Little Turtle Branch	231.45	
Pontiac Branch	29.35	
Shawnee Branch	246.71	
Tecumseh Branch	195.95	
Waynedale Branch	191.25	
Harlan Branch	20.00	
Monroeville Branch	28.00	
New Haven Branch	112.50	
Woodburn Branch	36.95	
Bookmobile #1	50.95	
Bookmobile #2	20.00	
Bookmobile #4	22.00	
Bookmobile #7	17.00	2,325.97
Rent (Tri-Alsa)		300.00
Copier Receipts		4,986.34
Parking Lot Receipts (H & W)		4,244.70
Burkhart Space Rental 9/1/81-8/31/82		600.00
Legislative Travel Expense - Ashton		57.20
Subscription Fees		60.00
Telephone Pay Station Commission		30.06
Parking Lot Interest (Light)		72.91
Snyder Dist. Co. Commission		12.24
Paper Bag Receipts		53.00
Insurance Claim (Car)		550.00
Piano Tuning Fee		10.00
Reserve Postals		17.00
Books		175.05
Pamphlets		63.00
		$15,735.30

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

October 22, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES SEPTEMBER 16 - OCTOBER 12, 1981

Sept.	16	Postage	212	4.46
	17	Fan Belt	242	6.49
	18	Postage	212	6.90
		Librarian's expense (Indpls.)	214	3.17
	21	Postage	212	.59
	25	Postage	212	7.05
		Postage	212	5.77
	28	Registration holders	216	5.07
		Postage	212	2.29
		Postage	212	1.35
	30	Postage	212	4.22
		Librarian's expense	214	12.52
Oct.	5	Postage	212	4.41
	7	Postage	212	2.92
	9	Postage	212	2.05
				$69.26

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUILDING AND EQUIPMENT FUND 1977

Public Library Bills October 22, 1981

Fort Wayne Business Products, Inc.	Canon copier & maintenance agreement	$10,540.00
Thalner Electronic Lab., Inc.	JVC VC Recorder	3,100.00
		$13,640.00

Dean McMahan

Catherine Bears

J. Mohr

Robert K. Tapscott

Fulton Leaman

APPROVED

Lucille S. Alford

DIRECTOR

INDIANA LIBRARIES

A Quarterly Journal

Fall 1981

Volume 1
Number 3

Public Libraries and Audio Visual Services: Case History of Allen County Public Library

Pamela Bieri
Carol Cowles Pelz
Steven Fortriede

Introducing new services in a single department can be exhilarating, but to simultaneously introduce a totally new concept while extensively revising an existing one is a tremendous undertaking both for staff and patrons. Such revision is currently happening at the Allen County Public Library. The Fort Wayne Telecommunication Center, the public access outlet for Fort Wayne and the surrounding area as well as the in-house production unit for the Allen County Public Library, began operations January, 1981. The facility consists of state-of-the-art color equipment, studio and control room. Manned by a professional staff, it offers patrons maximum opportunity for program development and presentation.

As an access center, it provides many new services to the community. The most visible of these services is the cablecasting of locally originated programs which can be recorded on one-half inch and three-fourths inch formats. Programming is currently run from 5-9 p.m. Monday through Friday, but community interest and involvement has been so great that this schedule will soon be expanded to six hours a day seven days a week. An additional service beginning this fall is call-in programming. Phone requests for replays of programs will be taken during a two hour period each day.

Pamela Bieri, Carol Cowles Pelz and Steven Fortriede work at the Allen County Public Library. Bieri is Telecommunications Services Manager, Pelz is Head of Art, Music and Audio-Visual Services and Fortriede is Public Services Manager.

At times when regular programming is not presented, a data caster is used to display public service announcements for the community. Access to all of these services is free to the public and requires only an application. Although some community members provide programming which has been produced in their own facility, many choose to produce at the center itself. In-house productions cover a wide variety of content, mode of presentation, and funding. The premiere cablecast on January 9, 1981 was with "Theatre for Ideas," a group funded by the Indiana Committee for the Humanities and Fort Wayne Cablevision. Other of our programs, such as "Latino Video," a presentation aimed at the Spanish-American population, have similar funding on a smaller scale. Matching funds for programming are provided by cablevision and are channeled through a grassroots organization known as the Citizens Council for Program Development. Any interested producer can submit a proposal to the group and, upon acceptance, receive funds on a matching basis. However, it is not necessary to obtain funding in order to gain access to the telecommunication facility. Indeed, most of the productions are by individuals who have an interest and an idea, but who have very little working capital. Since studio time is free, the only cost the user normally incurs is the cost of the personal copy of the tape. Original recordings are on library stock, with dubs made at cost for the producer. Once a program has been produced for viewing, the producer retains legal responsibility for the content.

Not all users in the center are producers; many are volunteer crew members who have completed training sessions conducted at the studio. Instruction for volunteers includes training to use the studio camera, the portapak, to produce and to operate the control room. Throughout the training patrons are given total freedom of choice concerning their level of involvement. They can choose a role behind the camera or in front of it, but, whatever the choice, they can feel a part of the community commitment.

To gain access to the facility a producer must fill out an application form, reserve an appropriate amount of time for production, attend a preproduction meeting with the center's staff and make the necessary arrangements for the production crew. Producers must obtain all talent releases, copyright waivers, and certified volunteers to serve as crew for the production. Names of people who have completed designated workshops and who wish to work on crews are kept at the center.

The studio is appropriate for small, intimate productions, while the adjoining auditorium can be used for an extensive production. Many interesting productions such as a series for the deaf, a health series, and cultural presentations, have developed from volunteer efforts. The variety is endless; and each production is unique. All

productions are retained by the library for a period of one year. If they are of possible historic value to the community, they are permanently retained on a master tape and stored in Art, Music and Audio Visual Services. Nearly all tapes are briefly listed in a catalog in Art, Music and Audio Visual Services for patron use. If patrons wish to view past productions, they request that a copy be made on either VHS or BETA format. In this way, programs of general public interest are duplicated and expensive staff time and material are not consumed in the dubbing process.

While the Telecommunication Center was a totally new concept, the art, music and audio visual services evolved from a major revision of three long standing services. Prior to February, 1981 the departments of genealogy, art and music, and films and recordings all shared crowded space on the second floor of the Allen County Public Library. These departments were so compressed that many of the services could not be developed. When Allen County Public Library's new addition opened in January 1981, genealogy had new quarters, and plans immediately began for creating a new environment for the arts services. New policies were established to give the patron greater flexibility, the collection was made more accessible to the public, and quantity limitations eliminated for all materials other than film, videocassettes and equipment.

Two independent departments merged, creating art, music and audio visual services. This department is committed to the development of media; reference services and more than 14,000 books and magazines were absorbed elsewhere. Architect Jim Jankowski and Director Rick Ashton created a physical plan devoid of visual barriers and thus produced an open atmosphere. The floor plan established three galleries for the framed print collection with one gallery available for visiting exhibits and patron activities. A service area in the center of the building, two patron lounges and six preview rooms were also created. The preview rooms have the capacity to serve as listening rooms for records and cassettes, video and 16mm film preview rooms, and workrooms for patrons using the overhead and opaque projectors. Between the preview rooms, an area will be established with lounge chairs and listening centers so patrons can congregate informally to hear their favorite recordings via headphones. Browsing will be promoted, and bins will house the most recent recordings added to the collection as well as the newly begun multi-media collection.

In May the library began lending videocassettes of recent and popular feature films to the public; this service has been a phenomenal success. VHS cassettes and the machinery necessary for playback are available to library patrons for three day loan periods. The five playback units are now constantly shuttled in and out of the library and the bookings are closed out well in advance on our two

month booking cycle. Overhead, 16mm, 8mm, slide, filmstrip and opaque projectors are also made available to the public.

Other services offered to the public include a loan collection of 132,000 mounted pictures, mounted art, and 2,800 framed prints. The collection also holds more than 6,000 pieces of sheet music ranging from classical to rock and a collection of 1,700 8mm films. A fine arts slide collection together with a travel slide collection are currently being prepared.

Since the booking of more than 450 items manually is a difficult process the department is currently investigating computerized systems. This will give the department greater inventory control, enable the staff to access and maintain patron information, generate receipts for material transactions, and immediately have various statistical evaluations available. Once computer capacity is available in the department, it is possible that the installation of computer entertainments will become the department's next growth item. While Allen County Public Library awaits the computer, investigation of possible other video games and of the movement into the videodisc field continues. Thus, the art, music and audio visual services of Allen County Public Library plans to grow and to change in order to meet the needs of our patrons.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

19 November 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/CA

Re: Library Board Meeting Tuesday 24 November 1981

The Board of Library Trustees will meet on Tuesday 24 November at 3:00 p.m. in the Board Room of the Main Library. If it is possible, please plan to arrive a few minutes early to attend a reception which will be held in the auditorium on the ground floor of the west wing of the Main Library building. The reception will honor Patrick Murray, who will retire from the Library on Friday 27 November, after more than 41 years on the staff. Mr. Murray has served as manager of bookmobile operations for more than 30 of those 41 years. I am sure he would be glad to see you and receive your greetings and good wishes.

The enclosed materials are intended to assist you in preparing for the meeting.

1. Agenda.

2. Minutes of the 22 October Regular Board Meeting.

3. A Report and Recommendation Concerning Umbrella Insurance Coverage.

4. A Report and Recommendation Concerning the New Haven Branch Library.

5. Bills and Other Financial Reports.

I look forward to seeing you next Tuesday.

AGENDA
Board of Library Trustees
Allen County Public Library
Board Meeting
Tuesday 24 November 1981
3:00 p.m., Board Room, Main Library, 900 Webster Street
Fort Wayne, Indiana 46802

1. Adoption of the Agenda.

2. Approval of the Minutes of the 22 October 1981 Regular Board Meeting.

3. Report of the Director:
   a. State Board of Tax Commissioners Field Hearing.
   b. Planning Report.
   c. Other.

4. Adoption of Report and Recommendation Concerning Umbrella Insurance Coverage.

5. Report on Theatre For Ideas. Mr. Doran.

6. Approval of the Following Salaried Appointments:
   Dorothy Payne, custodian, Grade 2, $8000.
   Bernard Vice, print shop assistant, Grade 2, $8000.

7. Approval of Payment of the Following Bills:

Operating Fund	$171,188.79
LSCA-Reciprocal Borrowing Fund	2,905.00
PERF-OASI Division	10,156.30
Indiana and Michigan Electric Co.	10,493.72
U.S. Postal Service	40.00
Blue Cross Hospital Service	4,104.50
Lincoln National Life Insurance Co.	2,491.51
Indiana Employment Security Division	285.00

8. Other Business.

9. Adjournment.

10. Executive Session Concerning Potential Sale of Real Estate.

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

24 NOVEMBER 1981

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 24 November 1981. Members present were: Mr. George Mather, Mrs. Mary Koehlinger, Mrs. Rae Gates, Mr. Alan McMahan, Mr. Zohrab Tazian, and Mrs. Lu Ann Beaman. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 22 October 1981 Regular Board Meeting. The Board approved the Minutes as circulated.
3. Report of the Director. Dr. Ashton reported on the following matters:
   a. State Board of Tax Commissioners Field Hearing. The hearing was held on 17 November 1981 and the levy was reduced to the legal limit. The excessive levy appeal hearing will be held before the Local Government Property Tax Control Board in Indianapolis in December.
   b. Planning Report. Most staff are presently involved in development of action plans to support the goals and objectives.
   c. Other. Dr. Ashton congratulated Mr. Tazian on his re-appointment to the Board.
4. Adoption of Report and Recommendation concerning Umbrella Insurance Coverage. Dr. Ashton read the formal response from Attorney Hood, recommending that the limits of coverage on the umbrella insurance policy should be increased from $2,000,000 to $5,000,000. The Board adopted the report and recommendation.
5. Report on Theatre For Ideas. Theatre For Ideas has been housed in the Library for the last year. Mr. Terry Doran reported on programs and

activities since his last meeting with the Board. The programs concluded October 16, 1981.

6. Approval of the following salaried appointments:

   Dorothy Payne, custodian, Grade 2, $8000.
   Bernard Vice, print shop assistant, Grade 2, $8000.

   The Board approved the two appointments.

7. Approval of payment of the following bills:

Operating Fund	$171,188.79
LSCA-Reciprocal Borrowing Fund	2,905.00
PERF-OASI Division	10,156.30
Indiana and Michigan Electric Co.	10,493.72
U.S. Postal Service	40.00
Blue Cross Hospital Service	4,104.50
Lincoln National Life Insurance Co.	2,491.51
Indiana Employment Security Division	285.00

   The Board approved payment of the bills as submitted.

8. Other Business. Mr. Mather appointed a study committee for the election of Board Officers for 1982. Mrs. Gates, Mrs. Beers, and Mr. Mather will serve on the committee.

9. Adjournment. The Board adjourned.

10. Executive Session concerning potential sale of real estate. The Board discussed potential sale of real estate.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

20 November 1981

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/CA

Re: A Report and Recommendation on Umbrella Insurance Coverage

In the insurance proposal adopted by the Board at its October meeting, the coverage under the umbrella liability insurance (also known as catastrophe excess liability insurance) was set at $2,000,000. This is the same limit which the Library has carried for a number of years. The premium for the $2,000,000 limit is $560 per year. Lupke-Rice Associates have recommended an increase of this limit to $5,000,000, at a total annual premium of $1160. The recommendation is based on the increasing litigiousness of today's society and the ever-increasing size of liability judgment awards.

I have sought the advice of two other insurance professionals concerning this recommendation. They agree that the coverage is a fair value for the premium. They also agree that the present $2,000,000 is not an inadequate coverage, but that the potential for a large judgment in the event of a serious automobile or bookmobile catastrophe might justify the increased coverage.

I recommend that the Board increase the limits of coverage on the umbrella insurance policy to $5,000,000, with an annual premium of $1160.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

20 November 1981

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/eA

Re: New Haven Branch Library Report and Recommendation

The Board has asked me to investigate further the option of relocating the New Haven Branch Library from its present downtown New Haven location into rented quarters in the Lincoln Park Plaza shopping center at the west edge of New Haven. My investigation has resulted in the following report and recommendation.

1. Library Users. A map study conducted last summer indicated that the majority of users of the present New Haven Branch Library live within a few blocks of the branch in the older part of New Haven north of U.S. 30. Some users from the developing part of Adams Township south of U.S. 30, some from St. Joseph Township to the north of New Haven, and some from the rural townships east of New Haven were also observed. The findings of this study are not surprising. Almost all library use studies indicate a high positive correlation between proximity and use. We could expect that a move to the Lincoln Park Plaza would shift the focus of the user population to the south and west. Use would certainly increase with improved automobile accessibility and parking at the shopping center.

2. Costs. Initial costs would include about $16,000-$20,000 for minimum renovation of the rental space; about $10,000 for furniture and equipment, including shelving; about $1,000 for sign change and moving expense; for a total of about $27,000-$31,000. Annual building operating costs would include about $12,000 for rent and about $1,000 for increased utility and maintenance operating expenses. Both the initial costs and the annual costs are bearable.

3. Staffing. Relocation would require some upgrading of staff and expansion of hours to provide for additional use of the service. The 1982 salary budget adopted by the Board includes $18,288 in salary for a new professional Grade 7 branch librarian position in the New Haven Branch. Cast fringe benefit costs for this position will run about $2,526 for 1982

4. Policy Issue: The Five-Year Plan. The Five-Year Plan calls for the development of standards for locations and hours of Library service and for specific steps to meet those standards. We have used the necessity of rational planning to hold off demands for increased branch service in other suburban and rural parts of Allen County. Relocation of the New Haven branch before the development of a system-wide plan for locations and hours of service may be difficult to defend in other parts of the County.

5. Policy Issue: Owning vs. Renting. Although a private business organization often chooses to rent rather than own space to avoid tying up capital in buildings, the incentives for a municipal corporation in Indiana at this time run in the opposite direction. Rental costs must be met out of current operating budgets, which have a very limited capacity to expand. Buying or constructing buildings, however, may be done with the help of bond issues or other capital-raising devices which are supported by separate tax levies, rather than the operating levy.

   On the other hand, flexibility in the abandonment of a rented space as opposed to an owned facility might be an attraction. A rented space would not have to be sold or carried if the the Library closed it. The present New Haven Branch Library would bring about $30,000 if it could be sold.

6. Recommendation. I recommend that the Library not relocate the New Haven Branch Library in Lincoln Park Plaza at this time. As a temporary measure until overall location planning and capital development planning can take place, I recommend the upgrading of service at the present location by the employment of a Grade 7 professional librarian, the expansion of hours from the current 55 to 63 per week, installation of a public parking area in the back yard of the present location, at a cost not to exceed $6,000, and pursuit of low-cost methods for improving the exterior of the building and developing the present unused basement space for public use.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

November 24, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

Main Library Fines		$ 2,683.24
Georgetown Branch Library	868.26	
Hessen Cassel Branch	333.52	
Little Turtle Branch	256.70	
Pontiac Branch	8.55	
Shawnee Branch	326.43	
Tecumseh Branch	215.85	
Waynedale Branch	185.23	
Monroeville Branch	28.00	
New Haven Branch	84.70	
Woodburn Branch	15.90	
Bookmobile #2	56.12	
Bookmobile #4	55.50	
Bookmobile #5	9.70	
Bookmobile #7	10.00	2,454.46
Rent (Tri-Alsa)		300.00
Fort Wayne Cinema Center		120.00
Parking Lot Receipts (Light)		1,000.00
Parking Lot Receipts (H & W)		3,922.23
Copier Receipts		5,445.90
Insurance Claim		248.15
Subscription Fees		80.00
Snyder Distributing Co. Commission		14.61
Nitz Distributors Commission		10.78
Plastic Bag Receipts		36.06
Video Tapes		234.25
Piano Use Fees		30.00
16mm Film Catalogs		70.00
Mileage - Ashton		43.20
Paper Bag Receipts		4.40
Telephone Pay Station Commission		26.97
Reserve Postals		13.00
Books		152.63
Pamphlets		43.50
		$16,933.38

APPROVED
Lucie T. Whitaker
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

November 24, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES OCTOBER 14 - NOVEMBER 15, 1981

Oct. 14	Postage	212	3.52
	Gasoline	215	10.50
16	Postage	212	7.13
19	Registration holders	216	3.38
	Postage	212	10.62
	Librarians expense (Indpls.)	214	5.96
23	Postage	212	9.05
28	Postage	212	8.89
30	Postage	212	5.96
	Postage	212	8.32
Nov. 2	Postage	212	.99
4	Postage	212	8.39
13	Postage	212	10.36
			$93.07

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - RECIPROCAL BORROWING FUND

Public Library Bills November 24, 1981

Baker & Taylor Company	Books	$2,905.00

Dean McMahan

Rae Yates

Mary Kerlanger

J. L. Mather

Nebula K. Tassin

Gretchen Beaman

APPROVED

Lucille T. Ashton

DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

15 December 1981

To: All Library Board Members

From: Rick Ashton Rick Ashton/lcA

Re: 22 December 1981 Regular Board Meeting

The Board of Library Trustees will meet at 3:00 p.m. in the Board Room of the Main Library on TUESDAY 22 December 1981. In addition to the felicitations of the season, I send you the enclosed materials to assist you in preparation for the meeting.

1. Agenda.

2. Minutes of the 24 November Regular Board Meeting.

3. Proposed Amendment to By-Laws.

4. Proposed Schedule of Board Meetings for 1982.

5. Report and Recommendation Concerning Indiana Code 20-13-1-7.5.

6. Proposed Schedule of Holiday Closings for 1981.

7. Recommendations Concerning the Appointment of the Library Attorney and Library Consulting Engineer for 1982.

8. A Note on Year-End Bills and Fund Transfer Resolution.

The year-end bills and proposed fund transfer resolution will be distributed at the Board meeting.

I look forward to seeing you next Tuesday.

ALLEN COUNTY PUBLIC LIBRARY
Board of Library Trustees
Agenda
Tuesday 22 December 1981
3:00 P.M., Main Library, 900 Webster Street, Fort Wayne, Indiana 46802

1. Adoption of the Agenda.

2. Approval of the Minutes of the 24 November 1981 Regular Board Meeting.

3. Report of the Director.
   a. Levy Appeal Hearing.
   b. Friends of the Library Activities.
   c. Other.

4. Reading of Proposed Amendment to the By-Laws.

5. Approval of Proposed Schedule of Board Meetings for 1982.

6. Approval of Report and Recommendation Concerning Indiana Code 20-13-1-7.5.

7. Approval of Proposed Schedule of Holiday Closings for 1982.

8. Appointment of G. Stanley Hood as Library Attorney for 1982.

9. Appointment of C. David Coil as Library Consulting Engineer for 1982.

10. Approval of Proposed Fund Transfer Resolution.

11. Approval of the Following Salaried Appointments:

    Mary Voors, switchboard supervisor, Grade 4, $10,500.
    Sharon Cansler, clerk-typist, Technical Services, Grade 3, $8600.
    Charlotte Turnbow, clerk-typist, Circulation Services, Grade 3, $8600.

12. Approval of Payment of Bills to be Presented at the Board Meeting.

13. Other Business.

14. Adjournment.

Approval of the following bills:

Operating Fund	$188,920.22
Bond & Interest Redemption Fund	319,720.52
LSCA - MURL Fund	2,807.50
PERF - OASI Division	9,996.32
Indiana & Michigan Electric Co.	10,090.47
Blue Cross Hospital Service	4,103.50
Allen County Assessor	2,173.13
Lincoln National Life Ins. Co.	2,393.13
Better Beepers of Fort Wayne Inc.	34.36
Indiana Bank & Trust Co.	4,443.75
Gift Fund	1,824.00

AGENDA ITEM 2
Requested Action: Approval

MINUTES

BOARD OF LIBRARY TRUSTEES OF THE ALLEN COUNTY PUBLIC LIBRARY

22 DECEMBER 1981

The Board met in regular session at the Main Library, 900 Webster Street, Fort Wayne, Indiana, at 3:00 p.m. on 22 December 1981. Members present: Mr. George Mather, Mrs. Rae Gates, Mrs. Lu Ann Beaman, Mrs. Patricia Beers, Mrs. Mary Koehlinger, and Mr. Alan McMahan. Mr. Mather presided.

1. Adoption of the Agenda. The Board adopted the Agenda as circulated.
2. Approval of the Minutes of the 24 November 1981 Regular Board Meeting. The Board approved the Minutes as circulated.
3. Report of the Director. Dr. Ashton reported on the following matters:
   a. Levy Appeal Hearing. The Local Government Property Tax Control Board has rejected the Library's appeal for an excessive levy of $29,900 to cover unemployment compensation expenses. This action will not require a reduction in the 1982 operating budget, but will cause a reduction in the Library's operating balance at the end of 1982.
   b. Friends of the Library Activities. The Friends of the Allen County Public Library have appropriated $10,000 for gifts to the Library for several projects, including a newspaper advertisement of annual report information in January, bringing a major literary speaker to Fort Wayne, several staff development activities including support of staff travel to professional meetings, and books in Spanish. In addition the Friends volunteers are conducting tours of the Main Library every Thursday, Toursdays.

c. Other. Congratulations to Mr. McMahan on his reappointment to the Board.

4. Reading of Proposed Amendment to the By-Laws. Dr. Ashton proposed that the following Amendment be read at the regular Board meeting on 22 December 1981 and adopted at the regular Board meeting on 28 January 1982:

   Section 16. Election of Officers, which now reads as follows: "All Officers of the Allen County Public Library shall be elected annually for a term of one year at a special organizational meeting held before January 10 of each year," shall be amended to read: "All Officers of the Allen County Public Library shall be elected annually for a term of one year at the regular January monthly meeting of the Board of Library Trustees."

   The Board approved the proposal, adding also the following sentence: "All officers shall continue in office until their successors have been elected."

5. Approval of Proposed Schedule of Board Meetings for 1982. The Board approved the Proposed Schedule of Meetings for 1982.

6. Approval of Report and Recommendation Concerning Indiana Code 20-13-1-7.5. The Board empowered the Director and the Attorney to initiate appropriate legislative activity.

7. Approval of Proposed Schedule of Holiday Closings for 1982. The Board approved the Schedule of Holiday Closings for 1982 as submitted.

8. Appointment of G. Stanley Hood as Library Attorney for 1982. The Board approved the appointment of G. Stanley Hood of the firm of Grossman, Boeglin, Gehring and Hood as the attorney to the Board for the period 1 January - 31 December 1982, at a rate of $65 per hour.

9. Appointment of C. David Coil as Library Consulting Engineer for 1982. The Board approved the appointment of C. David Coil as consulting engineer for the period 1 January - 31 December 1982 at a rate of $100 per calendar month, with inspection tours requiring more than one hour to be compensated at the rate of $40 per hour.

10. Approval of Proposed Fund Transfer Resolution. The Board adopted the enclosed Resolution.

11. Approval of the Following Salaried Appointments:

    Mary Voors, switchboard supervisor, Grade 4, $10,500.
    Sharon Cansler, clerk-typist, Technical Services, Grade 4, $8600.
    Charlotte Turnbow, clerk-typist, Circulation Services, Grade 3, $8600.

    The Board approved the three appointments.

12. Approval of Payment of the Following Bills:

Operating Fund	$188,920.22
Bond and Interest Redemption Fund	319,720.52
LSCA - MURL Fund	2,807.50
PERF - OASI Division	9,996.32
Indiana and Michigan Electric Co.	10,090.47
Blue Cross Hospital Service	4,103.50
Allen County Assessor	2,173.13
Lincoln National Life Insurance Co.	2,393.13
Better Beepers of Fort Wayne Inc.	34.36
Indiana Bank and Trust Company	4,443.75
Gift Fund	1,824.00

    The Board approved payment of the bills as submitted.

13. Other Business. None.

14. Adjournment. The Board adjourned.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

15 December 1981

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/ea

Re: Proposed By-Laws Amendment

Section 30 of the By-Laws of the Allen County Public Library provides that: "These By-Laws may be amended or repealed at any regular or special meeting called for that purpose, by a majority vote of the members present, providing that the Amendment was read at the last previous regular meeting or was stated in the call for the special meeting."

I propose that the following Amendment be read at the regular Board meeting on 22 December 1981 and adopted at the regular Board meeting on 28 January 1982.

Section 16. Election of Officers, which now reads as follows: "All Officers of the Allen County Public Library shall be elected annually for a term of one year at a special organizational meeting held before January 10 of each year," shall be amended to read: "All Officers of the Allen County Public Library shall be elected annually for a term of one year at the regular January monthly meeting of the Board of Library Trustees." This change will obviate an additional meeting and bring the By-Laws into conformance with the practice which the Board of Library Trustees used in January 1981.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

15 December 1981

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/EA

Re: Proposed Schedule of Meetings 1982

All meetings begin at 3:00 p.m.

28 January	Thursday	Main Library
25 February	Thursday	Main Library
25 March	Thursday	Main Library
22 April	Thursday	Harlan Branch
27 May	Thursday	Georgetown Branch
24 June	Thursday	Shawnee Branch
22 July	Thursday	Hessen Cassel Branch
26 August	Thursday	Main Library
23 September	Thursday	New Haven Branch
28 October	Thursday	Waynedale Branch
23 November	Tuesday	Little Turtle Branch
30 December	Thursday	Main Library

THE ALLEN COUNTY PUBLIC LIBRARY

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RICK J. ASHTON
DIRECTOR

15 December 1981

REPORT AND RECOMMENDATION CONCERNING INDIANA CODE 20-13-1-7.5

Special legislation passed during the 1979 session of the Indiana General Assembly created the present form and structure of the Allen County Public Library. It is the opinion of Mr. Hood, the Library's attorney, that there are technical defects in the statute as it now stands. He recommends that we undertake legislative action to correct these small defects.

I recommend that the Board empower the Director and the Attorney to initiate legislative activity to correct these defects.

Mr. Hood's opinion and the statute in question are appended to this report and recommendation.

GROSSMAN, BOEGLIN, GEHRING & HOOD
ATTORNEYS AT LAW
1600 LINCOLN BANK TOWER
FORT WAYNE, INDIANA 46802

JAMES R. GROSSMAN
G. JAMES BOEGLIN
RONALD K. GEHRING
G. STANLEY HOOD

TELEPHONE
AREA CODE 219
422-4706

December 10, 1981

Dr. Rick J. Ashton, Director
The Allen County Public Library
900 Webster Street
Fort Wayne, Indiana 46802

Re: Amendment of I.C. 20-13-1-7.5

Dear Dr. Ashton:

Pursuant to your request, I have thoroughly examined I.C. 20-13-21-1 and I.C. 20-13-1-7.5.

It is my opinion that technical problems do exist with respect to the present form of I.C. 20-13-1-7.5.

The problem with the above statute is basically two-fold. First of all, there is serious doubt as to whether the "County Contractual Library" referred to in the statute was ever created. Secondly, the term "Class 1 City Library" is erroneous; rather, the term should be "Class 1 Library".

In view of the above, particularly with respect to problems that may be created by virtue of the library attempting to sell or trade land, it is my recommendation that the appropriate measures be immediately instituted with the Indiana General Assembly to amend I.C. 20-13-1-7.5.

Please let me know if there is any assistance that I may render with reference to the legislative process or anything else connected with this amendment.

Very truly yours,

G. Stanley Hood

GSH/kak

remonstrance against the establishment of the library district, the governing body shall by written resolution establish the library district heretofore mentioned effective as of the date of the adoption of the resolution. A copy of such resolution shall be recorded by the governing body, within five [5] days in the office of the county recorder in the county where such new library district is created and at the same time a copy also shall be filed with the Indiana state library, and notice shall be given by said governing body to all officials who have appointive powers under the provision of this chapter to appoint members of the library board for such library, and such officials shall forthwith appoint the library board of the new library district.

If, however, the governing body finds that a greater number of registered voters have signed a remonstrance against the establishment of the library district than the number who have signed the petition then the petition shall be dismissed and the governing body shall take no further action thereon except that a petition again may be presented one [1] year after the date on which the governing body dismissed the last previous petition.

This library board of the library district established under provisions of this section shall have the powers and duties of library boards as set forth in this chapter. [Acts 1947, ch. 321, § 6, p. 1273; 1965, ch. 115, § 6, p. 157; 1967, ch. 123, § 2, p. 225; 1978, P.L. 114, § 1, p. —.]

Compiler's Notes. According to the 1970 federal census, the only county having a population of more than one hundred fifteen thousand and less than one hundred twenty-eight thousand was Elkhart County. Incorporated towns having populations of over one thousand according to the 1970 federal census and located in Elkhart County include: Bristol, Middlebury, and Wakarusa.

20-13-1-7.5. Allen County library district. — Territory served by a county contractual library and by a class 1 city library that is located in a county whose population exceeds two hundred seventy thousand [270,000] and is less than two hundred ninety thousand [290,000] according to the most recent federal decennial census shall on January 1, 1980, becomes [become] a single class 1 county library district under the provisions of this chapter. The taxing authority for the library district is vested in the library board appointed under section 8 [20-13-1-8] of this chapter and the tax rate adopted by the board under section 20 [20-13-1-20] of this chapter shall apply uniformly to the territory included in the county library district. [IC 20-13-1-7.5, as added by Acts 1979, P.L. 220, § 1.]

Compiler's Notes. According to the 1970 federal census, the only county with a population between two hundred seventy thousand and two hundred ninety thousand is Allen County.

The bracketed word was inserted by the compiler.

Section 3 of Acts 1979, P.L. 220 reads: "(a) The terms of the members of boards of a county contractual library and of a class 1 city library affected by SECTION 1 of this act shall terminate at the close of December 31, 1979.

"(b) The judge of the circuit court, the board of county commissioners and the school board of the county affected by SECTION 1 of this act shall make the appointments required by IC 20-13-1-8, so that the library board of the county library district created by IC 20-13-1-7.5, as added by SECTION 1 of this act, may begin their terms on January 1, 1980.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

15 December 1981

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/ca

Re: Proposed Holiday Closings 1982

1 January	Friday	New Year's Day Close all day
2 April	Friday	Good Friday Close 12 noon - 3 p.m.
31 May	Monday	Memorial Day Close all day
5 July	Monday	Independence Day Close all day
6 September	Monday	Labor Day Close all day
25 November	Thursday	Thanksgiving Day Close all day
24 December	Friday	Christmas Eve Close all day
25 December	Saturday	Christmas Day Close all day
31 December	Friday	New Year's Eve Close all day

THE ALLEN COUNTY PUBLIC LIBRARY

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RICK J. ASHTON
DIRECTOR

15 December 1981

RECOMMENDATION ON APPOINTMENT OF LIBRARY ATTORNEY AND LIBRARY CONSULTING ENGINEER FOR 1982

Two outside consultants, the Library attorney and the Library consulting engineer, serve the Board on an hourly and/or retainer basis. The appointments of these consultants are now due for renewal, and I propose the following:

I propose that the Library Board employ G. Stanley Hood of the firm of Grossman, Boeglin, Gehring and Hood as the attorney to the Board for the period 1 January - 31 December 1982, at a rate of $65 per hour. The represents an increase of $5 per hour over the fee received by Mr. Hood during 1981.

I propose that the Board appoint C. David Coil as consulting engineer for the period 1 January - 31 December 1982 at a rate of $100 per calendar month, with inspection tours requiring more than one hour to be compensated at the rate of $40 per hour. This is the same rate of compensation which Mr. Coil has received in 1981.

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
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RICK J. ASHTON
DIRECTOR

15 December 1981

MEMO

To: All Library Board Members

From: Rick Ashton Rick Ashton/ea

Re: Year-End Bills and Proposed Fund Transfer Resolution

Because the December Board meeting is being held relatively early in the month, information for two necessary items of financial business is not yet available at the time of distribution of this packet.

The bills to be paid on 31 December are still in process and will be detailed and presented for Board approval at the meeting on 22 December.

Also at the 22 December meeting, a fund transfer resolution will be presented for approval. This resolution will make possible the internal transfer of funds within the 1981 operating budget to cover line-item deficits.

With these actions, the Library will end its spending for 1981 with a safe surplus between two per cent and three per cent of the total operating budget.

LIBRARY APPROPRIATION RESOLUTION

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library; Now, Therefore:

Sec. 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the Public Library the following additional sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
1 SERVICES PERSONAL		
12 Salary of Assistants		
122 Substitute and Part Time	12,000.00	12,000.00
13 Wages of Janitors	48,000.00	48,000.00
14 Other Compensation		
142 Employer Participation in Group Insurance	1,102.36	1,102.36
TOTAL	$61,102.36	$61,102.36
2 SERVICES CONTRACTUAL		
21 Communication and Transportation		
215 Gasoline and Oil	137.32	137.32
22 Heat, Light, Power and Water		
221 Electric Current	13,768.34	13,768.34
24 Repairs		
242 Equipment	1,941.88	1,941.88
25 Services, Other Contractual		
252 Labor	1,726.86	1,726.86
256 Service on Mechanical Equipment	8,506.92	8,506.92
257 Expense Developing Microfilm	4,775.00	4,775.00
TOTAL	$30,856.32	$30,856.32
3 SUPPLIES		
31 Office Supplies		
312 Stationary and Printing	2,130.99	2,130.99
313 Other Office Supplies	400.06	400.06
32 Other Supplies		
321 Other Library Supplies	8,544.87	8,544.87
322 Janitors Supplies	5,832.67	5,832.67
323 Photography Supplies	729.85	729.85
TOTAL	$17,638.44	$17,638.44

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT APPROPRIATED
7 PROPERTIES		
72 Equipment		
722 Office	340.85	340.85
724 Other Equipment	42,400.66	42,400.66
73 Books, Periodicals, Newspapers, Audio-Visual Materials	19,999.86	19,999.86
TOTAL	$62,741.37	$62,741.37
GRAND TOTAL	$172,338.49	$172,338.49

Sec. 2. Whereas, it has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is further resolved that the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT REDUCED
1 SERVICES PERSONAL		
12 Salary of Assistants		
121 Regular Assistants	74,058.49	74,058.49
TOTAL	$74,058.49	$74,058.49
2 SERVICES CONTRACTUAL		
21 Communication and Transportation		
211 Freight, Express and Drayage	200.00	200.00
213 Telephone Tolls & Telegrams	600.00	600.00
216 Other Transportation Expense	400.00	400.00
22 Heat, Light, Power and Water		
224 Water	800.00	800.00
225 Sewer	400.00	400.00
24 Repairs		
241 Buildings and Structures	15,800.00	15,800.00
243 Rebinding and Repair of Books	15,000.00	15,000.00
25 Services, Other Contractual		
253 Rental on Equipment	9,800.00	9,800.00
TOTAL	$43,000.00	$43,000.00
3 SUPPLIES		
33 Coal, Fuel Oil and Gas	16,000.00	16,000.00
TOTAL	$16,000.00	$16,000.00

LIBRARY OPERATING FUND	AMOUNT REQUESTED	AMOUNT REDUCED
5 CURRENT CHARGES		
51 Insurance and Bond Premiums	16,000.00	16,000.00
52 Rents	8,380.00	8,380.00
58 Unemployment Tax	1,000.00	1,000.00
TOTAL	$25,380.00	$25,380.00
6 CURRENT OBLIGATIONS		
62 Interest	12,900.00	12,900.00
TOTAL	$12,900.00	$12,900.00
7 PROPERTIES		
72 Equipment		
721 Furniture	1,000.00	1,000.00
TOTAL	$1,000.00	$1,000.00
GRAND TOTAL	$172,338.49	$172,338.49

Presented to the Allen County Public Library Board, read in full and adopted this 22nd day of December, 1981 by the following aye and nay vote.

Nay	Aye
	Olivia Byers
	Mary Koelsinger
	Ray Hale
	[illegible]
	Diane McMahan
	[illegible] Freeman

ATTEST:

Ray Hales

Secretary of Board of Trustees

C E R T I F I C A T E

I, THE UNDERSIGNED Rae Gates OF THE ALLEN COUNTY
Secretary
PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, DO HEREBY CERTIFY TO THE AUDITOR OF ALLEN COUNTY THAT THE ATTACHED IS A COMPLETE TRANSCRIPT OF THE PROCEEDINGS HAD WITH RESPECT TO ADDITIONAL APPROPRIATIONS ADOPTED BY THE LIBRARY BOARD OF THE ALLEN COUNTY PUBLIC LIBRARY, ALLEN COUNTY, INDIANA, AT A MEETING HELD ON DECEMBER 22, 1981.

DATED THIS 22nd DAY OF December, 1981.

ALLEN COUNTY PUBLIC LIBRARY

Rae Gates

Secretary

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

December 22, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

RICK J. ASHTON
DIRECTOR

FINES AND MISCELLANEOUS RECEIPTS

NOVEMBER 1981

Main Library Fines		$2,791.42
Georgetown Branch Library	937.20	
Hessen Cassel Branch	424.63	
Little Turtle Branch	242.40	
Pontiac Branch	26.45	
Shawnee Branch	314.77	
Tecumseh Branch	267.25	
Waynedale Branch	232.75	
Harlan Branch	45.00	
Monroeville Branch	25.00	
New Haven Branch	83.00	
Woodburn Branch	42.40	
Bookmobile #1	77.40	
Bookmobile #2	20.00	
Bookmobile #4	7.50	
Bookmobile #5	30.00	
Bookmobile #7	24.75	2,800.50
Rent (Tri-Alsa)		300.00
Parking Lot Receipts (Light)		2,000.00
Parking Lot Receipts (H & W)		5,309.57
Copier Receipts		6,824.43
Insurance Claim		333.11
Telephone Pay Station Commission		27.40
Printing - Friends of Library		22.63
Mileage - Ashton		135.28
Snyder Distributing Co. Commission		23.29
Refund ILA registration fees		15.00
Subscription Fees		120.00
Reserve Postals		17.00
Books		120.68
Pamphlets		164.69
		$21,005.00

APPROVED
Rick J. Ashton
DIRECTOR

THE ALLEN COUNTY PUBLIC LIBRARY

900 Webster Street
Fort Wayne, Indiana 46802
(219) 424-7241

RICK J. ASHTON
DIRECTOR

December 22, 1981

To the Board of Library Trustees:

Rick J. Ashton, Director

SUNDRY EXPENDITURES NOVEMBER 16 - DECEMBER 15, 1981

Nov.	16	Postage	212	2.01
	17	Postage	212	2.50
	18	Glue	313	1.85
		Postage	212	6.81
	20	Librarians expense (Tri-Alsa)	214	7.08
	23	Postage	212	2.04
	25	Postage	212	5.00
	27	Keys	322	2.38
	30	Postage	212	2.01
Dec.	1	Books	732	8.00
	3	Registration fees Visual Media Seminar	214	36.00
	4	Postage	212	5.76
	7	Postage	212	7.11
	9	Postage	212	6.33
	11	Postage	212	6.61
	14	Postage	212	6.69
				$108.18

APPROVED
Rick J. Ashton
DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

LSCA - MURL FUND

Public Library Bills		December 22, 1981
Baker & Taylor Company	Books	$2,807.50

Catherine M. Zeiss

Mary Kellenger

Rae Hales

[illegible]

Dean McMeekan

Barbara Freeman

APPROVED

Rule J. Arlton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

BOND AND INTEREST REDEMPTION FUND

Public Library Bills — December 22, 1981

Fort Wayne National Bank	Bonds and coupons due January 1, 1982	$174,445.00
Lincoln National Bank & Trust Company	Bonds and coupons due January 1, 1982	145,275.52
		$319,720.52

Rae Gates

Maureen Rees

Mary Zoellenger

[illegible]

Dean McMahan

Gilmore Seaman

APPROVED

Rick J. Fulton

DIRECTOR

ALLEN COUNTY PUBLIC LIBRARY

GIFT FUND

Public Library Bills — December 22, 1981

Bytrex, Inc.	Atari 400's, Atari 410's - Program Recorders, Software	$1,230.00
Wico Television Service Center	2 Zenith Color TV	594.00
		$1,824.00

Patricia M. Beers

Mary Koehlinger

Bob Yates

J R Mather

Shawn McNeham

Julann Beaman

APPROVED

Rick J. Ashton

DIRECTOR

THE STANDARD OF QUALITY
Standard B&P BLANK BOOKS & LOOSE LEAF DEVICES
TRADEMARK REGISTERED
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MADE IN U.S.A.
No 6969 3/4
BOORUM & PEASE CO. BROOKLYN, N.Y.

1981